

1984

Minutes 1983-1984

Bowling Green State University. Administrative Staff Council

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Notes

1. Pencil
2. Colored Ink
3. Photocopies

ADMINISTRATIVE STAFF COUNCIL

1982-83- 1983-84

President's Office

- * Jan ScottBey (1984)

Academic Affairs

- * Cary Brewer (1986), CHAIR
- * Zola Buford (1986)
- Ann Bowers (1984)
- Thomas Glick (1984)
- Linda Hamilton (1984)
- Kathleen Hart (1985)
- Joyce Kepke (1985)
- James Litwin (1986)
- Joan Morgan (1985)
- Judi Roller (1985)
- Charles Schultz (1984)
- * Norma Stickler (1986), SECRETARY

Business Operations

- Charles Coddling (1984)
- * James Corbitt (1986)
- Robert Hayward (1985)
- * Joseph Martini (1986), CHAIR-ELECT
- Donald Passmore (1984)

Student Affairs

- Terry AppoTonia (1984)
- Bob Arrowsmith (1985)
- Wayne Colvin (1985)
- * Gregg DeCrane (1986)
- Karen DeRosa (1984)
- Derek Dickinson (1986)
- Greg Jordon (1985)
- Richard Lenhart (1986)
- Janice Lloyd-Sladky (1985)

University Relations

- Patrick Fitzgerald (1986)
- Joan Gordon (1984)
- * Larry Weiss (1985)
- Deborah Weiser (1985)

Numbers in parenthesis indicate the year in which term of office is completed.

* Members of the Executive Committee

September 1983

ADMINISTRATIVE STAFF COUNCIL

AGENDA

Thursday, September 1, 1983
Alumni Room

1:30 - mtg
will be held

1. Final action on Report on Status of Women and Minorities - *unanimous support*
2. Representation to the Board of Trustees
3. New Business - *Committee - nominations*
Long Range Planning
EOC

*we are in Faculty
Chair*
Adm. Handbook)

Adm. Staff Handbook
Bylaws -

discussion of AS need to outreach new adm. staff
Travis awarded at opening meeting

Adm Staff Council Comm. Prof Dev. - need approval
on time workshops.

Sept 30 - Wellness

Oct 28 - Time Mgmt.

Spring - ♀ in Adm. roles in BGSU

→ getting approval ^{with} adm. - need budget help

ADMINISTRATIVE STAFF COUNCIL
September 1, 1983

PRESENT: Bob Arrowsmith, Ann Bowers, Cary Brewer, Zola Buford, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Patrick Fitzgerald, Thomas Glick, Joan Gordon, Kathleen Hart, James Litwin, Janice Lloyd, Joseph Martini, Joan Morgan, Judi Roller, Charles Schultz, Jan ScottBey, Norma Stickler, Deborah Weiser

ABSENT: Terry Appolonia, Charles Coddling, Derek Dickinson, Linda Hamilton, Robert Hayward, Joyce Kepke, Dick Lenhart, Larry Weiss

The Administrative Staff Council meeting was called to order at 1:00 by Chair Cary Brewer. Mr. Brewer announced that future meetings of the ASC will begin at 1:30.

Report on the Status of Women and Minorities

Chair Brewer asked if there were additional comments to be made regarding the ASC subcommittee's report on implementation of recommendations in the Report on the Status of Women and Minorities. There were no comments, and he then asked for a final vote. The recommendations of the subcommittee were unanimously endorsed.

Resolution Regarding Representation to the Board of Trustees

There was discussion of the resolution as distributed to the Council membership. It was noted that the resolution did not, in its current form, provide for the possibility of ASC representation on appropriate committees of the Board so that administrative staff could have the same representation as the faculty and student constituencies. Changes were suggested in the wording of the resolution in order to add such a provision. The Director of Administrative Staff Personnel Services has been invited to attend the Personnel and Facilities Committee meetings. It was felt by some members, however, that representation from the elected ASC was also important. It was then moved by Joan Gordon and seconded by Wayne Colvin that the resolution be adopted as revised. Motion carried. (See attachment for final version)

New Business

Several issues were discussed briefly.

- Elections will be held in September for membership on the Long Range Planning Committee and the Equal Opportunity Committee. If the Committees meet before the elections are completed, Cary Brewer will make interim appointments.
- The Bylaws Committee distributed a draft of its report on proposed Bylaws. Members are asked to review the draft and be prepared to discuss it at the October meeting and, if possible, to vote in November.
- The Academic Charter is in final stages of being duplicated by the Faculty Senate. All administrative staff members are to receive a copy. The ASC Charter is a part of the Academic Charter.

- New members of the administrative staff were invited to participate in a joint faculty-administrative staff orientation program on August 25 which was sponsored by the Office of the Vice President for Academic Affairs, the Faculty Development Committee, and the Director of Administrative Staff Personnel Services. Participation by administrative staff was sparse. It was suggested that area representatives make an effort to meet and welcome new staff members in their areas. (A list of new faculty and staff is attached.)
- Three workshops for administrative staff have been planned. Sue Caldwell's office may be able to provide some administrative assistance. Budgetary and logistical implications are being discussed with the Administration.



Norma J. Stickler, Secretary of ASC

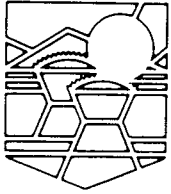
PLEASE NOTE: The next regular meeting will be held on Thursday, October 6 at 1:30 in the Taft Room. The Alumni Center board room is needed for Homecoming Weekend activities; therefore, our meeting location has been changed.

Whereas the Administrative Staff of BGSU during the 1982-83 academic year elected a representative body to form the Administrative Staff Council (ASC), be it resolved that the Executive Committee of the ASC or its designate initiate a discussion with President Olscamp to establish an ASC Representative to the Board of Trustees.

It is the intention of the ASC that its Representative have the responsibilities of 1) participating in meetings and committees of the Board of Trustees, 2) reporting upon the activities of the ASC to the Board of Trustees, and 3) reporting the actions of the Board of Trustees to the ASC. It is expected that this position will serve to enhance communication between the Board of Trustees and the Administrative Staff of the University.

The ASC Representative to the Board of Trustees will be the Chair of the ASC or his/her designate when the Chair cannot attend.

Approved by Administrative Staff Council 1/9/83



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

September 8, 1983

MEMORANDUM

TO: Administrative Staff Council

FROM: Norma J. Stickler *Norma J. Stickler*

Enclosed are minutes of the September 1 meeting. PLEASE NOTE that the October 6 meeting will be in the Taft Room, not at the Alumni Center.

Also enclosed is an updated listing of Council membership. Marian Ronan left the University and has been replaced by Ann Bowers. Susan Caldwell has resigned from the Council because of her new duties. She has been replaced by Donald Passmore for the remainder of the 1983-84 year. James Treeger resigned from the Council and has been replaced by Greg Jordon. As we have discussed in Council meetings, the representation will be adjusted at our next elections to accommodate the reorganization which has taken place in recent months. The replacements are those people in each area who had the next highest number of votes in the original Council election.

NEW MEMBERS OF THE FACULTY AND ADMINISTRATIVE STAFF
1983-84

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Eloise E. Clark, Vice President
+Jeffrey Grilliot*, Assistant Director, International Programs

COLLEGE OF ARTS AND SCIENCES

College

Joseph Spinelli*, Assistant Dean, College of Arts and Sciences

Art

Douglas Blandy, Instructor/Assistant Professor
Lynn Hostetler*, Visiting Artist Lecturer
Susan Meismer, Visiting Lecturer

Biological Sciences

+Beverly Anthony, Research Assistant
+Pamela Gerhart, Laboratory Technician
+Simine Short, Technical Director, Electron Microscopy

Chemistry

+Craig Bedra*, Design Engineer

Computer Science

Brian A. Rudolph, Intern Instructor

English

Larry Barlow, Intern Instructor
Rex Easley*, Lecturer
Joao Ferreirinho, Instructor
Janice Gohm*, Lecturer
Rona Glass*, Intern Instructor
Bertha Hanse, Intern Instructor
Marianna Hofer, Intern Instructor
Robert Jackson, Instructor
Ken Letko, Intern Instructor
Marilyn Sue Lorenz*, Intern Instructor
Denise Marshall*, Intern Instructor
Alice Philbin, Assistant Professor
Barbara A. St. John, Intern Instructor
Richard Tucker, Intern Instructor

Geology

Charles Onasch, Assistant Professor

Mathematics and Statistics

Donald Griffin*, Intern Instructor
 Barbara Christman, Intern Instructor
 Bill Kinhead*, Instructor
 Karen Smith, Instructor
 Anil Soni*, Lecturer
 Nahsoor Waljee*, Instructor
 Karen Marhefka*, Instructor

Philosophy

Marilyn Friedman, Visiting Assistant Professor

Physics and Astronomy

Dale W. Smith, Assistant Professor

Political Science

Tsuneo Akaha, Assistant Professor

Psychology

Howard Rothstein, Instructor/Visiting Assistant Professor
 +Andrew J. Zolovick*, Sleep Polygraph Technician
 William Balzer, Assistant Professor

Romance Language

+Stephen R. Loomis, On-Site Director, AYA France

Speech Communication

Carol Hughes*, Assistant Professor
 Kevin Kerr*, Costumer/Theatre Program

COLLEGE OF BUSINESS ADMINISTRATION

Larry Hatcher, Assistant Director BG Productivity and Gainsharing Institute

Accounting and Management Information Systems

Thomas Brady, Instructor
 Carleen Lundquest, Instructor
 Terry Truax, Assistant Professor

Applied Statistics and Operations Research

John Hollister, Instructor
 Steven A. Long, Instructor
 Jeffrey Wysong*, Instructor

Business Education

Tracy G. Garren, Instructor
 Debra L. Kirchner, Instructor
 Mark Linton, Instructor
 Dennis Mathern, Instructor

Economics

Martha Terrie*, Instructor
Mark Wheeler, Assistant Professor

Finance and Insurance

Steven Cochran, Assistant Professor
Gregory Garrett*, Instructor
Steven Kear*, Instructor
Sheila Krum, Instructor

Journalism

Vicki Hesterman, Instructor

Legal Studies

Daniel Herron*, Assistant Professor
Nancy Kubasek*, Assistant Professor

Management

Peggy Berry, Instructor
Marie Francosky, Instructor
James McFillen, Associate Professor

Marketing

Mark Bennion, Associate
Glenn Stoops, Assistant
David Zuercher*, Instructor

Military Science

Capt. Daniel Phillips

COLLEGE OF EDUCATIONCollege

Charlotte Scherer*, Director, Educational Clinical Laboratory

College Student Personnel

Patricia King*, Assistant Professor

Educational Administration and Supervision

Hendricus DeRee, Intern Instructor
Brent Wendling, Intern Instructor

Educational Curriculum and Instruction

Alan Zollman, V. Instructor/Assistant Professor

Health, Physical Education and Recreation

Mary T. Laflin, Instructor
Linda Lander, Assistant Professor
Richard Quain, Assistant Professor

Home Economics

Elsa McMullen, Professor and Chair
 Catherine Martin, Instructor
 Mary Peterson, Visiting Instructor

Special Education

Richard Wilson, Assistant Professor

COLLEGE OF HEALTH AND COMMUNITY SERVICES

+Barbara Hammer, Coordinator of School of Nursing
 Robert Harr, Director of Medical Technology
 Ellen Wachs, Director of Medical Records Administration

COLLEGE OF MUSICAL ARTSCollege Office

Robert Thayer, Dean and Professor of Music Education
 Richard Benoit*, Acting Technical Director for Concert Halls

Composition/History

Jeff Halsey*, Assistant Professor

Music Education

Victor Ellsworth, Assistant Professor

Performance Studies

Paul Hunt, Assistant Professor
 Roy Lazarus, Opera Director/Voice Instructor

FIRELANDS COLLEGE

Jan Adams, Assistant Professor of Computer Science/MIS
 +Connie Bajek, Visiting Assistant to the Director Admissions
 +Dennis Horan, Media Specialist
 +Susan McGough, Director of Community Service
 Richard McNeil, Instructor, HPER
 Sue Watkins, Instructor of Mathematics
 Ekawan Wongsawatgul, Instructor of Computer Science

LIBRARY AND LEARNING RESOURCES

Mary Biggs, Interim Chair, Information Services
 Beverly Dorrah, Business-Science Librarian
 Bonnie Gratch, Library User Education Coordinator/Education Librarian
 +Gail Richmond, Coordinator, Acquisitions Department

GRADUATE COLLEGE

+Nan Carter, Assistant Director, Research Services Office

SCHOOL OF TECHNOLOGY

Charles Spontelli, Assistant Professor
Donna Trautman, Instructor

VICE PRESIDENT FOR PLANNING AND BUDGETING

+Lisa Chavers, Admissions Counselor
+Kerry Foldenauer, Admissions Counselor, Office of Admissions
+Cheryl Krockner, Assistant Director of Admissions
+Debra Wells, Junior Systems Programmer

VICE PRESIDENT FOR UNIVERSITY RELATIONS

+Wendy Luther, Assistant Director of Alumni Affairs
+Judith Moody, Art Director, Public Relations
+John Fogel, Director of Planned Giving

VICE PRESIDENT FOR STUDENT AFFAIRS

Mary Edmonds*, Vice President for Student Affairs

+Lee Amundsen, Career Counselor, Counseling and Career Development
+David Ballard, Physician, Student Health Center
+Bernadette Bednar, Residence Hall Director, Kreischer-Batchelder
+Laurie Bouck, Residence Hall Director, Harshman-Dunbar
Rex Filer, Counseling Psychologist/Career Coordinator
+Deborah Heineman*, Assistant Director of Financial Aid and Student Employment
+Rich Hughes, Residence Hall Director, Rodgers
+Cheryl Johnson, Residence Hall Director, Harshman-Chapman
+Mary Johnson, Nurse Clinician, Student Health Center
+John Johnson, Hall Director-Conklin
+Ed Klein, Residence Hall Coordinator, Harshman-Anderson
+JoAnn Navin, Nurse Clinician, Student Health Center
+Conrad McRoberts, Director of Financial Aid and Student Employment
+Maribeth Mulholland, Physician, Student Health Center
+Susan Perkins, Nurse Clinician, Student Health Center
+Vernice Pippen, Director, Writing Laboratory
+Cindy Sue Puffer, Pharmacist
+Mary Rogge, Counselor, Developmental Learning Center
+Gayle Welly, Nurse Clinician, Student Health Center

+Terry Rendich, Residence Hall Director, McDonald-North
 +Dave Rorick, Residence Hall Director, Kohl
 Elizabeth Yarris, Clinical/Counseling psychologist
 +Rebecca Utz, Radiological Technician, Student Health Center
 +Mike VanEss, Residence Hall Director, Kreischer-Darrow

VICE PRESIDENT FOR OPERATIONS

Karl Vogt*, Vice President for Operations

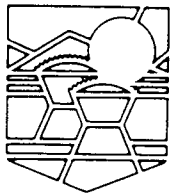
PRESIDENT'S OFFICE

Intercollegiate Athletics

+Phillip Goldstein, Assistant Athletic Director for Financial Affairs
 +Jonathon Hoke, Assistant Football Coach
 +Denise Van De Walle, Head Volleyball Coach
 +Kevin McHugh, Assistant Athletic Director for Operations and Facilities
 +Gail Davenport, Head Softball Coach
 +Mark Miller, Assistant Football Coach
 +Linda Bastel, Director of the Golf Course
 +Scott Duncan, Assistant Football Coach
 +Jan Quarless, Assistant Football Coach

+ Administrative Staff Member

* Previously held position on the BGSU staff



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

**SPECIAL MEETING
ADMINISTRATIVE STAFF COUNCIL
September 13, 1983**

There will be a special meeting of the Administrative Staff Council on Tuesday, September 13, at 1:00 p.m. in the Taft Room of the Union. The agenda will concern discussion of professional development activities/workshops.

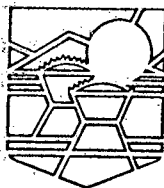
Resolution to Be Considered by the Administrative Staff Council

Whereas the Administrative Staff of BGSU during the 1982-83 academic year elected a representative body to form the Administrative Staff Council (ASC), be it resolved that the Executive Committee of the ASC or its designate initiate a discussion with President Olscamp to establish an ASC Representative to the University Board of Trustees.

It is the intention of the ASC that its Representative have ~~solely~~ the responsibilities of 1) ^{participating in} ~~attending~~ meetings of the Board of Trustees ^{and its committees} ~~and its committees~~, 2) reporting upon the activities of the ASC to the Board of Trustees, and 3) reporting the actions of the Board of Trustees to the ASC. It is expected that this position will serve to enhance communication between the Board of Trustees and the Administrative Staff of the University.

^{Chair} The ASC Representative to the Board of Trustees will be the ^{Chair} President of the ASC or his/her designate, when the ~~President~~ cannot attend ~~meetings of the Board~~.

[Handwritten signature and scribbles]


Bowling Green State University

Office of Public Relations
Bowling Green, Ohio 43403
(419) 372-2616
(419) 372-2716

SEPTEMBER 16, 1983

MEMORANDUM

TO: Cary Brewer
FROM: Linda Swaisgood *Linda*
RE: MONITOR editorial advisory committee

There is an immediate need for me to revitalize the editorial advisory board for MONITOR which I started last year to review "letters" for the "Commentary" section. The advisory group consists of one representative from each of the campus constituencies: faculty, classified and administrative staff, plus Sue Crawford as representative of EOC.

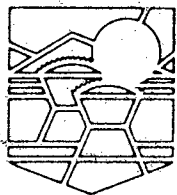
Last year Tom Glick was your designate to the group. I'd be happy to have him again this year unless you prefer to appoint someone in his place. Please let me know. The committee will have work to do yet this month and in fact may need to meet within the next three or four days.

Thanks.

Linda!
Reappoint Tom!

Cary
cc: Adm staff
See Norma
Records

RECEIVED



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

September 16, 1983

MEMORANDUM

TO: Paul J. Olscamp
President

FROM: Cary R. Brewer, Chair *Cary*
Administrative Staff Council

RE: President's Panel

The Administrative Staff Council's designate to the President's Panel will be Norma Stickler.

rsm

cc: Administrative Staff Council

ADMINISTRATIVE STAFF COUNCIL

Agenda

Thursday, October 6, 1983, Taft Room
1:30

VICE PRESIDENT
SEP 29 1983
STUDENT AFFAIRS

1. Discussion of Bylaws of Administrative Staff Council
(distributed at the September meeting)
2. Announcements Regarding Future Meetings
3. New Business and Announcements

DICK EAKIN
Issues 2-3

Nov. 8 Here 1:30
Dick Edwards

ADMINISTRATIVE STAFF COUNCIL
October 7, 1983

PRESENT: Terry Appolonia, Bob Arrowsmith, Zola Buford, Wayne Colvin, Gregg DeCrane, Karen DeRosa, Derek Dickinson, Patrick Fitzgerald, Joan Gordon, Linda Hamilton, Kathleen Hart, Greg Jordon, Joyce Kepke, James Litwin, Joseph Martini, Joan Morgan, Judi Roller, Charles Schultz, Jan ScottBey, Norma Stickler, Deborah Weiser

ABSENT: Ann Bowers, Cary Brewer, Charles Coddling, James Corbitt, Thomas Glick, Robert Hayward, Dick Lenhart, Janice Lloyd, Don Passmore, Larry Weiss

The Administrative Staff Council meeting was called to order at 1:30 by Chair Elect Joseph Martini.

State Issues 2 and 3

Richard Eakin, Vice President for Planning and Budgeting, attended the meeting to inform members of the provisions of State Issues 2 and 3 and of the financial impact on the University if the issues are passed. The University has been and will be taking steps to provide information on the two issues. Dr. Olscamp has taped a debate with Michael Marsh; the President will be appearing on WBGU-TV in early November to discuss the two issues, and he will be sending a letter to all University employees. The Monitor will also carry a story about the State Issues.

According to the Ohio Board of Regents, passage of Issue 3 would result in a cut of approximately \$9,750,000 from the University's budget, thereby bringing subsidy income back to about 1979-80 levels. Such a cut would represent approximately 23% of the 1984-85 state subsidy, as included in House Bill 291. As examples of the scope of such a budget cut, Dr. Eakin said that a \$9.75 million cut would equate to about 390 positions at the University (based on a university-wide average salary), or to a tuition increase of \$490 per year (a 33% increase), or to the entire salary and operating budgets of the College of Business Administration, the College of Musical Arts, the College of Health and Community Services and the School of Technology. Dr. Eakin said that although the University has experienced budget reductions in the past, it has never faced a cut of this magnitude. Ohio is now 47th in the nation in per capita support of education and 4th in tuition charges to students.

There was discussion of steps that could be taken by the Administrative Staff Council with regard to Issues 2 and 3. It was moved by Jim Litwin and seconded by Pat Fitzgerald that the Executive Committee be charged with dissemination of available additional information on the state issues. Motion carried. It was moved by Wayne Colvin and seconded by Zola Buford that the Executive Committee establish a five-member ad hoc committee to draft action recommendations for administrative staff in case the two issues pass. Anyone interested in serving or in suggesting members should contact executive committee members by Tuesday, October 11. Motion carried.

There was discussion of steps that individuals could take to inform

others of the state issues. It was urged that in discussions with others staff members not focus entirely on the impact that the passage would have on higher education because other state agencies would also be affected. Nor should discussions dwell on possible layoffs because many others in the State have also experienced layoffs. It was moved by Jim Litwin and seconded by Zola Buford that ASC reaffirm the University's position on Issues 2 and 3, namely, to provide information on both issues and encourage people to vote.

Future Meetings

The vice presidents have been invited to attend future meetings of the Administrative Staff Council. One vice president will be scheduled each month. The first half hour of the meeting will be set aside for comments by the Vice President and for questions from the ASC members. Vice President Edwards will attend the November meeting--which will be held on Tuesday, November 8--a change from its prior time. The meeting will be held in the Taft Room.

Representation on Committees

President Olscamp has agreed to ASC sending an official representative to Board of Trustee meetings to answer questions from the Board or to speak to the Board should there be an item on the agenda which concerns the Administrative Staff Council. Membership status has been approved for the Library Advisory Committee, the Computing Council, and the Insurance Committee.

Opening Day, 1984

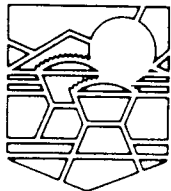
Opening Day in 1984 will be Monday, August 27. An informal meeting of Administrative Staff will be held in the late afternoon in the Alumni Room.

Bylaws

Judi Roller, Chair of the Bylaws Subcommittee, distributed a revision of Articles 1, 2, 4, 5, 6. Members are asked to review for discussion at the next meeting. Article 3 is still being revised and will be distributed later. Any members who have questions or suggestions should contact Judi Roller or other members of the subcommittee.


Norma J. Stickler, Secretary

NEXT MEETING: TUESDAY November 8, 1983, Taft Room, 1:30.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

October 7, 1983

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Norma J. Stickler
Secretary

A handwritten signature in cursive script, appearing to read "Norma J. Stickler", written over the printed name and title.

I am enclosing a listing of all administrative staff for your use should you wish to contact your constituents.

enclosures



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

VICE PRESIDENT

OCT 18 1983

STUDENT AFFAIRS

To: Members of Student Affairs
Representatives to Administrative Staff Council

From: Gregg DeCrane *Gregg*
Director, Student Organizations & New Student Programs

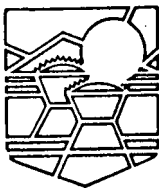
Date: October 14, 1983

Re: Information of Issues 2 & 3

Enclosed please find a memo I sent to each Student Affairs
Staff member as well as information referred to in the memo.

If you have any questions, please call.

GDC/vs



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

To: Administrative Staff in Student Affairs

From: Gregg DeCrane, Student Affairs Representative
Administrative Staff Council Executive Committee

Date: October 14, 1983

Re: State Issues 2 & 3

The Administrative Staff Council at its October 6th meeting voted to endorse the University's effort to make all citizens aware of the potential impact of State Issues 2 & 3. In this regard I ask that you review the October 10th issue of The Monitor, Dr. Olscamp's letter and other information available to you. Most important, remember to vote on November 8.

To assist you in having adequate information at your disposal, the following Administrative Staff Council members have available, in their offices, information about the issues from a variety of sources. Please consult any of us if you have questions or wish copies of this information.

Student Affairs staff members serving on the Administrative Staff Council:

Terry Appolonia	Greek Life
Bob Arrowsmith	Vice President's Office
Wayne Colvin	Residence Life
Karen DeRosa	Recreation Center
Derek Dickinson	Standards & Procedures
Greg Jordan	Recreation Center
Richard Lenhart	University Activities
Jan Lloyd-Sladky	Health Center

GDC/vs

The impacts of Issues 2 and 3

Editor's note: Just before this issue of OSU, Quetz went on the press. Ohio State President Edward H. Jennings spoke before the University Senate on the effects of two tax referenda, Issues 2 and 3, that will be on the November 8 election ballot in Ohio. An abridged version of his remarks follows.

I come before you today on yet another financial matter. It is, without exaggeration, more serious than any faced by the Ohio State University in its long and distinguished history.

On November 8, the citizens of Ohio will be asked to decide two tax questions that will have a critical impact on the Ohio State University. Issue 2 is a constitutional amendment that would restrict the state's ability to raise taxes. Issue 3 is a constitutional amendment that would restrict the state's ability to raise taxes for a single purpose. Issue 3 would repeal all state taxes related to this year.

The decisions made on these issues will, to a very large degree, determine the economic future of the state of Ohio, and consequently, the future of the Ohio State University.

Issues 2 and 3 involve questions far beyond how many dollars will be coming from Ohioans' paychecks in the coming year. The implications for higher education and the future of the state as a whole are enormous. When passage of these issues is decided, the state will have a \$1.5 billion cash deficit for the fiscal year beginning next July.

The Board of Regents has estimated a resulting loss to higher education of \$240 million. That implies a loss to Ohio State's operating budget alone of \$161.1 million. But that is a conservative estimate. And more significantly, it ignores the impact on capital improvement funding, the state's new quality and economic recovery initiatives, and other programs crucial to higher education. When those actions are considered, the total estimated loss to higher education is \$312.7 million.

I firmly believe that Ohio is capable of making strong and dramatic advances to turn its economy around. We are blessed with many valuable assets that could become a strong base for future growth. And, added among those assets is this great University, which stands as the state's most valuable resource. We must build for the future, and determine whether Ohio State's tradition of greatness is used to build for the future, or whether it becomes an historic monument to what might have been.

The connections between economic growth and higher education are becoming increasingly apparent. For example, we have heard and read a great deal about what determines where new businesses locate. Tax rates rank among the top five factors — but so does access to an educated work force and new research. And these factors are linked directly to the quality of higher education.

Indeed, Ohio already ranks low in the percentage of personal income that goes to higher education. And even after our recent increase, Ohioans are not overrepresented in comparison with residents of other states. But public education in Ohio is clearly underfunded.

It is crucial for the voters to recognize that the availability of tax dollars in the state budget is an issue at the very heart of the concept of public education. The universities of America's mid-western system are unique in the world in the responsibility placed upon them for providing broad and equal access to education.

These individual achievements are important. When combined, they create yet another important part of our mission — to offer access to the highest quality education in a comprehensive context. Ohio State has a firm commitment to educating undergraduate students, as well as to graduate education, and to research. Student cannot afford not to pursue education today. In the past decade or so, it appeared that our society, especially valued workers who were technically trained and skilled in specific areas. That is still important.

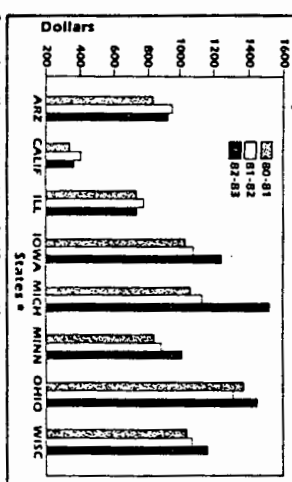
But business has learned that its employees must also be adaptable, must have learned how to learn, and must have the capacity for independent thought and the potential for leadership. These are the core of a liberal arts education.

Furthermore, they are no less important for society as a whole. Our democratic society is founded on the concept of informed individuals making important decisions. In the great Jeffersonian tradition, education is at the very heart of our democratic form of government. To weaken education at any level is to undermine our great democratic tradition.

In addition, we have a strong tradition of carrying out the related, widely important mission of research — both basic and applied. Taken together, these assets of our great institution provide a strong base for the future of Ohio and its long-term progress.

Perhaps this is one area where Ohio State has not been as successful as we might have been. In the past decade, we have not educated the public as well as Ohio State — when higher education is needed, at all education — is about or when public support really means.

I do not believe that the public is



generally aware that more than two-thirds of the University's funding is generated from sources other than state funds. The state of Ohio provides only about 25 percent of the annual funding necessary to support typical institutions. In other states it is 45 percent or even 50 percent.

Ohio's special ranking in state funding for education compared to other states in the nation has historically been embarrassing. We rank 47th in state tax support per student. In addition, if we measure our increase in support for higher education in recent years against other states, and adjust for inflation, Ohio ranks dead last.

Simply put, the state of Ohio has been doing less to improve public support for higher education than any other state in the nation. The current budget makes some progress toward halting our decline, but there is much more to be done.

We have managed to build a great university, in the center of this state, only by passing along an abnormally high percentage of the costs to students and parents.

The state of Ohio ranks 47th highest nationally in public college tuition. In the 10 years since 1972, Ohio's state tuition has more than doubled, going from \$150 to \$1,440 per year for Ohio undergraduates. This trend is already pricing many middle and lower income Ohio families out of higher education. Passage of the tax repeat would further jeopardize access.

At I have said, an educated work force is a top priority for business and industry. But in Ohio, we have the unfortunate distinction of being 46th in the nation in the rate of students going on to college. Only 43 percent of our high school graduates pursue a higher education. To match the national average of 53 percent, Ohio would have to add more than 16,700 new freshmen a year to its colleges and universities, beyond the number currently admitted.

Indeed, if the repeat passes, Ohio State may be forced to reduce accessibility to freshmen by about 1,000 students — perhaps more — in the next academic year, and above the minor reductions required to meet our state's needs. I also can guarantee that if the repeat passes, tuition will rise significantly. I put this anticipated loss of \$4.1 million operating funds in perspective; we would have to increase tuition by approximately

Higher Education: Where Does Ohio Rank?

Ohio voters will go to the polls on November 8 to decide on Issues 2 and 3, both of which relate to the repeal of state taxes passed earlier this year.

And while advocates claim that passage of the issues will put more money in Ohioans' pockets, the repeal would have grave impacts on education in this state. Impacts that could cost taxpayers far more than they might think they'll save.

Before deciding on the issues, voters should consider the following facts:

	Ohio	Nation	Rank
Appropriations per \$1,000 of personal income, 1981-82	\$6.82	\$10.64	47
Ten-year change in state funding, 1971-81 (inflation adjusted)	+9%	+33%	39
Appropriations per student, 1982-83	\$2,666	\$3,655	47
Percentage of Ohio high school graduates going on to college	43%	53%	46
Public college tuition per \$1,000 of state appropriation, 1982-83	\$54	\$26	4
Public college tuition per student, 1982-83	\$1,440	\$950	7

amount to \$132.7 million — an increase of 26.8 percent new tax, and an extension of a previous year tax surcharge of the previous year which Ohioans were already paying and upon which the state was already relying to fund vital services — including higher education.

We have heard from those who favor the repeal that, if it is passed, this state's fiscal situation can be repaired quickly in January. That, in my opinion, is doubtful. Issue 2 calls for a 60 percent majority to pass new taxes.

One could argue with the manner in which the most recent taxes were developed. But, only one tax issue has ever been decided with that kind of vote, in the entire history of the state. Whatever the case, the University must begin to act today. Our decisions regarding tuition increases, enrollment reductions, service cutbacks, and cuts in academic budgets would have to be made in the immediate quality following the vote on November 8.

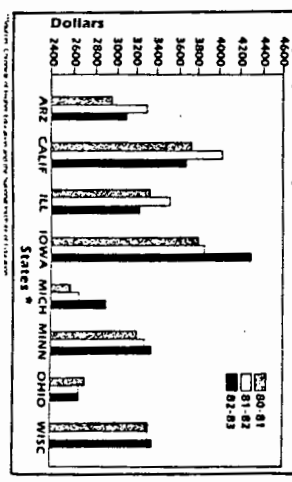
I know that by detailing these planned reductions, I will be accused of invoking scare tactics. I know it will be said that I am exaggerating the damage to Ohio State. But I challenge anyone to examine in detail the figures I have provided, and to repudiate their validity.

When I came before you in January of 1982, I said I did not come to Ohio State to provide over a decade in the existence of this institution. Today I wish I could be that confident. I may, if the tax issue passes, be requested to provide over a decade of existence.

In the weeks to come, we have a responsibility to inform the citizens of Ohio of the significant and lasting consequences of further budget reductions that are clearly inequitable with the passage of Issues 2 and 3. The basic nature and character of this institution will be irrevocably changed. We must remind the citizens of Ohio that a public university cannot be maintained without public support.

I am confident the faculty, staff, and students of the Ohio State University will continue to work together to reduce wisely and prudently, for the benefit of the state of Ohio.

In the weeks to come, we have a responsibility to inform the citizens of Ohio of the significant and lasting consequences of further budget reductions that are clearly inequitable with the passage of Issues 2 and 3. The basic nature and character of this institution will be irrevocably changed. We must remind the citizens of Ohio that a public university cannot be maintained without public support.



Fact: Ohio ranks 47th in tax support per student nationwide. Repeal of the tax referenda would undoubtedly drop us into 50th place. The average appropriation per student is \$2,666 in Ohio, while the national average is \$3,655.



pro standings

PLAYOFFS

(Best-of-seven)
Oct. 11 - at Baltimore 8:30 p.m.
Oct. 12 - at Baltimore 8:30 p.m.
Oct. 13 - at Philadelphia 8:30 p.m.
Oct. 14 - at Philadelphia 8:30 p.m.
Oct. 15 - at Baltimore 8:30 p.m.
Oct. 16 - at Baltimore 8:30 p.m.
Oct. 17 - at Baltimore 8:30 p.m.
Oct. 18 - at Baltimore 8:30 p.m.
Oct. 19 - at Baltimore 8:30 p.m.
x-Oct. 19 - at Baltimore 8:30 p.m.

NFL

American Conference		National Conference	
W	L	T	Pct.
Baltimore	4	2	.667
Buffalo	4	2	.667
NY Jets	3	3	.500
NY Giants	3	3	.500
New England	2	4	.333
Cleveland	2	4	.333
Pittsburgh	2	4	.333
Cincinnati	1	5	.167
Houston	0	6	.000
LA Raiders	5	1	.833
Seattle	3	3	.500
San Diego	3	3	.500
Denver	3	3	.500
Kansas City	2	4	.333

East		West	
W	L	T	Pct.
Dallas	6	0	1.000
Washington	5	1	.833
Philadelphia	4	2	.667
NY Giants	3	3	.500
St. Louis	1	5	.167
Minnesota	4	2	.667
Green Bay	3	3	.500
Chicago	2	4	.333
Detroit	2	4	.333
Tampa Bay	0	6	.000
San Francisco	4	2	.667
LA Rams	4	2	.667
New Orleans	4	2	.667
Atlanta	2	4	.333

BALLOT LANGUAGE ARGUMENTS AND FULL TEXTS OF AMENDMENTS TO THE OHIO CONSTITUTION PROPOSED BY INITIATIVE PETITIONS TO BE SUBMITTED TO THE VOTERS AT THE GENERAL ELECTION, NOVEMBER 8, 1983

PROPOSED AMENDMENT TO THE OHIO CONSTITUTION

1 PROPOSED CONSTITUTIONAL AMENDMENT To amend Article XV by adding a new Section 11 of the Constitution of the State of Ohio.

(Proposed by Initiative Petition)

PRESENT OHIO LAW PROHIBITS PHYSICANS UNDER TWENTY-ONE YEARS OF AGE FROM PURCHASING OR CONSIGING DRUGS FROM PURCHASING OR CONSIGING BEER.

THIS PROPOSED AMENDMENT WOULD:

1. PROHIBIT ANYONE UNDER AGE 21 FROM CONSUMING OR POSSESSING ANY ALCOHOLIC BEVERAGES.
2. PROHIBIT ANYONE FROM FURNISHING ALCOHOLIC BEVERAGES TO ANYONE UNDER AGE 21.
3. INVALIDATE THE PRESENT STATUTORY LAW WHICH ALLOWS A PARENT OR LEGAL GUARDIAN TO FURNISH ALCOHOLIC BEVERAGES TO A PERSON UNDER 21 YEARS.
4. DEFINE ALCOHOLIC BEVERAGE AS ANY BEVERAGE CONTAINING 1/2 OF 1% OR MORE ALCOHOL BY WEIGHT.
5. NOT APPLY TO SACRAMENTAL OR MEDICAL CONSUMPTION.
6. REQUIRE THE GENERAL ASSEMBLY TO PASS LAWS IMPOSING PENALTIES FOR VIOLATING THESE SECTIONS.

A majority yes vote is necessary for passage.

YES	SHALL THE PROPOSED AMENDMENT BE ADOPTED?
NO	

PROPOSED AMENDMENT TO THE OHIO CONSTITUTION

2 PROPOSED CONSTITUTIONAL AMENDMENT To amend Article II, Section 15 of the Constitution of the State of Ohio.

(Proposed by Initiative Petition)

THIS PROPOSED AMENDMENT WOULD REPLACE THE PRESENT CONSTITUTIONAL MAJORITY REQUIREMENT FOR THE ENACTMENT OF REVENUE RAISING BILLS IN EACH HOUSE OF THE GENERAL ASSEMBLY WITH A THREE-FIFTHS MAJORITY VOTE REQUIREMENT IN EACH HOUSE OF THE GENERAL ASSEMBLY.

A REVENUE RAISING BILL IS ANY BILL CONSIDERED BY THE GENERAL ASSEMBLY THAT PROPOSES ANY CHANGE IN THE LAWS OF THIS STATE THAT INCREASES THE REVENUE DERIVED FROM ANY TAX LEVIED UPON ANY PERSON OR TAXPAYER BY ANY MEANS OR METHODS INCLUDING, BUT NOT LIMITED TO, THE IMPOSITION OF NEW TAXES, INCREASED RATES, CHANGES IN METHODS OF COMPUTATION, OR EXEMPTIONS, OR DEDUCTIONS, CREDITS, EXCLUSIONS, IF ADOPTED, THIS AMENDMENT SHALL TAKE EFFECT DECEMBER 8, 1983.

A majority yes vote is necessary for passage.

YES	SHALL THE PROPOSED AMENDMENT BE ADOPTED?
NO	

PROPOSED AMENDMENT TO THE OHIO CONSTITUTION

3 PROPOSED CONSTITUTIONAL AMENDMENT To amend Article XII by adding a new Section 3a of the Constitution of the State of Ohio.

(Proposed by Initiative Petition)

THE PROPOSED AMENDMENT IS AS FOLLOWS: ANY CHANGES IN THE TAX LAWS OF THE STATE THAT WERE ENACTED AFTER JANUARY 1, 1983, BUT BEFORE THE EFFECTIVE DATE OF THIS AMENDMENT, SHALL EXPIRE ON JUNE 30, 1984. THE TAX LAWS OF THE STATE THAT WERE EXISTING ON JANUARY 1, 1983, SHALL BE DEEMED TO BE IN EFFECT AS OF JULY 1, 1984. HOWEVER, ANY TAX SCHEDULED TO EXPIRE BETWEEN JANUARY 1, 1984, AND JUNE 30, 1984, SHALL EXPIRE PURSUANT TO THE LAW AS IT EXISTED ON JANUARY 1, 1983.

A majority yes vote is necessary for passage.

YES	SHALL THE PROPOSED AMENDMENT BE ADOPTED?
NO	

ARGUMENT FOR THE PROPOSED AMENDMENT

REPEAL THE TAX INCREASES VOTE YES FOR ISSUE 3

- REPEAL THE UNNECESSARY AND UNPRECEDENTED 90 PERCENT INCREASE IN OUR STATE INCOME TAXES. This will give us the tax relief.
- CREATE NEW JOBS IN OHIO. Taxes on Ohio business were raised over \$600 million, making Ohio's corporate income tax 4th highest in the country. Unless we pass the repeal, Ohio will lose more jobs.
- REDUCE UTILITY RATES. Taxes were raised on public utilities, and these increases are passed on to us, the consumers.
- MAKE POLITICIANS MORE ACCOUNTABLE WITH OUR TAX DOLLARS. Spending is out of control in Ohio, soaring 1967 between 1973 and 1983. The budget for 1985 is 3 1/2 times higher than 1973!

REPEALING THE TAXES:

- WILL NOT cause financial problems in Ohio. The taxes will expire June 30, 1984, giving the governor and legislature almost 8 months to take whatever steps they deem appropriate.
- WILL NOT hurt schools, universities, or other state institutions. Because of lower unemployment, fewer people on welfare, and the improving economy, Ohio may collect a tax surplus unless the tax increases are repealed. Essential programs will not be harmed by repeal.
- WILL HELP MANY SENIOR CITIZENS AND NOT AFFECT THOSE ON LIMITED INCOMES. Most senior citizens have never been required to pay Ohio income tax. Their taxes have not been reduced.
- WILL NOT raise real estate taxes or reduce rollbacks or home-lead exemptions.
- WILL NOT reduce revenues for road construction or repair, which is funded by separate taxes.

ISSUE 3 GIVES US THE VOICE

VOTE YES ON ISSUE 3

TO RETAIN YOUR TAX DOLLAR IN YOUR POCKETBOOK

Committee FOR the Amendment: Linda A. Horgan, John Spina, Dr. Richard Veldner, Thomas J. Zuber

ARGUMENT AGAINST THE PROPOSED AMP

VOTE NO ON ISSUE 3

Committee AGAINST the Amendment: Linda A. Horgan, Michael J. Marsh, John Spina, Dr. Richard Veldner and Thomas J. Zuber

ARGUMENT FOR THE PROPOSED AMENDMENT

Argument for State Issue 1

Vote yes on State Issue 1. A yes vote sets the minimum legal drinking age in Ohio at 21 years for all alcoholic beverages.

Ohio should go to 21 because of the growing problem of teenage alcohol abuse. Drunk driving is the No. 1 killer of Americans under 21 years of age. Last year, 330 Ohio teenagers died in traffic deaths. Half of these deaths were alcohol related. Over three million teenagers are alcoholics. Each year thousands of Ohio teenagers struggle with the problem of alcoholism. Some become problem drinkers as early as 12 years of age.

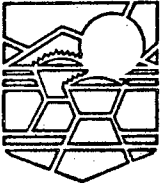
The problem of teenage alcohol abuse has received growing national attention. On December 13, 1982, the Presidential Commission on Drunk Driving added its voice to other pro-21 advocates, saying in its thoroughly documented report, "States should immediately adopt 21 years as the legal drinking age for all alcoholic beverages."

The benefits of raising the drinking age to 21 are thoroughly researched. Studies show that raising the legal drinking age to 21 produces an average annual reduction of 28 per cent in nighttime fatal crashes involving 18 to 21 year old drivers.

Despite heavy opposition from the beer industry, Michigan voters raised the drinking age to 21 in 1978. The following year, drunk driving fatalities among 18 to 21 year old drivers decreased by 31 per cent.

If Ohio goes to 21, it can expect:

ARGUMENT AGAINST THE PROPOSED AMENDMENT



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

October 28, 1983

MEMORANDUM

TO: Administrative Staff Council
FROM: Cary Brewer *Cary*
RE: Ad Hoc Committee

As discussed at the October meeting of the Administrative Staff Council, a committee has been appointed to propose an exigency policy and procedure for administrative staff. The following individuals have agreed to serve on that committee: Zola Buford, Sue Crawford, Jim Litwin, Gregg DeCrane, Harold Smith, Susan Darrow, Pat Fitzgerald, and Marshall Rose.

Should you have specific concerns regarding this matter, I would ask that you bring them to the attention of the members of this committee.

vs/2

Bylaws of the Administrative Staff Council

Article 1 Meetings

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

28

Article 2 Committees

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September. The Executive Committee may also create ASC ad hoc committees as the need arises and appoint members who need not be ASC representatives. Additionally, the Executive Committee shall appoint ASC representatives to university ad hoc committees.

Section 2: Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint sub-committees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records. Those administrative staff elected to university standing committees need not be ASC representatives. Members of ASC standing committees shall be elected by the Administrative Staff Council. Administrative staff representatives to university standing committees shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

- D. Finance - This committee of two members, one of whom will be th chair-elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or bylaws and shall report to the ASC on all proposed amendments.

Section 3: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee. After two years, an ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

Article 4 Finances

A committee consisting of at least two members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

Article 5 Official Liaison

Section 1: University Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official University liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor," published by the BGSU Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

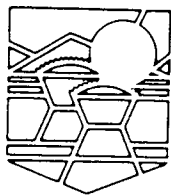
The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

Article 6 Quorum

For the conduct of business a quorum shall consist of a majority of council or committee membership.

Article 7 Rules of Order

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary at any meeting of the council or its committees.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

AGENDA
ADMINISTRATIVE STAFF COUNCIL
Tuesday, November 8, 1983
TAFT ROOM

1. Discussion of Bylaws
2. Announcements
3. New Business

Mr. Edwards will not be able to attend this meeting, due to a scheduling conflict that has arisen for him. The ASC meeting will still be held.

ADMINISTRATIVE STAFF COUNCIL

October 7, 1983

N. C. S., 1983

PRESENT: Terry Appolonia, Bob Arrowsmith, Ann Bowers, Cary Brewer, Zola Buford, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Patrick Fitzgerald, Joan Gordon, Linda Hamilton, Kathleen Hart, Greg Jordon, Joyce Kepke, Richard Lenhart, Joseph Martini, Joan Morgan, Don Passmore, Judi Roller, Charles Schultz, Jan ScottBey, Norma Stickler

ABSENT: Charles Coddington, Derek Dickinson, Thomas Glick, Robert Hayward, James Litwin, Janice Lloyd, Deborah Weiser, Larry Weiss

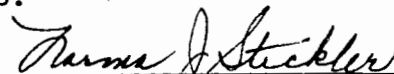
The Administrative Staff Council meeting was called to order at 1:30 by Chair Cary Brewer. He announced that Richard Edwards was not able to attend the meeting as scheduled because of a last-minute conflict in his schedule.

Judi Roller, chair of the Bylaws Subcommittee, distributed a revised draft of the Administrative Staff Council bylaws. Each section was discussed, and further revisions were suggested, in particular to Article 3-Elections. The subcommittee will re-draft the bylaws and incorporate suggested changes. It was moved by Richard Lenhart and seconded by Gregg DeCrane that the bylaws be temporarily adopted as a working document until the final draft is approved. A vote on the bylaws should be possible by the January meeting. The motion was approved, with one negative vote.

It was then agreed by the Council members that the January meeting should be changed from January 5 to January 12. (The January 12 meeting will be in the Taft Room.)

As agreed at the October meeting, a committee had been established to develop a plan for administrative staff in the event of the financial emergency which would be brought about by passage of State Issues 2 and 3. Zola Buford, chair of the committee, gave a brief report. Other members were Peace Champion, James Litwin, Harold Smith, Gregg DeCrane, Pat Fitzgerald, Susan Darrow, and Suzanne Crawford. The Committee drafted short term and long term recommendations, based on contributions that administrative staff could make to solve a financial emergency. The committee had agreed that if Issues 2 and 3 passed, they would meet again on November 10 to draft further recommendations and would call a meeting of the full Administrative Staff Council on November 11. If the Issues failed, the committee would continue to work on a general statement of financial emergency contingencies.

The meeting was adjourned at 2:45.



Norma J. Stickler, Secretary of
Administrative Staff Council

NEXT MEETING: DECEMBER 1, OHIO SUITE

(You will be sending a copy of request for 1/2 person to me
Sent him a copy of memo to office on VA)

Emergency Committee report: progress report →
basic ^{now} assumption that we support maintenance of present staff-
around have already worked on reductions - don't want further
reduction

pts listed below based on above assumption - also based on need
of immediate cash - until figures on future basis - Jan-June 1984
- also based on long

range needs - based on effects of immediate reduction of cash -
recovery would take a long time

Contributions by admin. staff - need support

1. develop more flexible work schedule - 4 instead of 5 day week
on 10 month contract - result in reduction of salary (\$ short term)

2. benefit reduction package -

3. salary reduction -

long term -

1. reconfiguration of staff - hiring freeze; reassignment to other
offices, keep reduction decisions with a much unit input)
those staff members eliminated - work to retain & place elsewhere

* Thurs. - Admin Rn - 4:00pm - if issue 2.3 pass



Bowling Green State University = *2 weeks to complete*

- *compute*
- *analysis by May*
- *reports to VP's & Pres.*

November 10, 1983

Office of Residence Life
425 Student Services Building
Bowling Green, Ohio 43403
Areas I and II, (419) 372-2456
Greek Life, (419) 372-2151
Cable: BGSUOH

RECEIVED

NOV 28 1983

Office of Registration
& Records

MEMORANDUM

TO: Cary Brewer
Chairman
Administrative Staff Council

FROM: Wayne S. Colvin
Chairman
Merit/Evaluation Committee

RE: Questionnaire on Evaluation

Attached you will find the final copy of the questionnaire on evaluation and its cover letter. Upon approval from the executive committee, our committee will proceed to implement the project. The questionnaire should be distributed within two weeks of receiving approval from the executive committee.

We expect the data and completed report will be available five weeks from the date the questionnaire is distributed. Ideally, the first or second meeting of Spring Semester would be the meeting that we could report to the Council.

In order to proceed with the project we need the following:

1. Approval of the questionnaire by the executive committee.
2. Budget numbers to charge printing costs.
3. Labels for the administrative staff that should receive the questionnaire.

If you have any questions, please do not hesitate to contact me.

WSC:tt
Attachment
cc: Susan Caldwell
Joan Morgan
Charles Schultz

MEMORANDUM

TO: Administrative Staff

FROM: Merit/Evaluation Committee
Wayne S. Colvin
Susan Caldwell
Joan Morgan
Charles Schultz

Enclosed is a questionnaire developed by the Merit/Evaluation Committee of the Administrative Staff Council. The survey is designed to determine what administrative staff evaluation currently takes place at BGSU and what type of evaluation should take place in the future. We would appreciate your cooperation in completing the enclosed questionnaire.

Initially the committee's task was to develop a survey that would assess issues regarding both evaluation and the awarding of merit monies; however, it soon became apparent that the evaluation process should be addressed first and separate from the merit issues. This questionnaire focuses solely on the issue of administrative staff evaluation. The second issue, awarding merit monies, will be addressed in another survey which will be distributed at a later date.

Upon receiving the results of this first questionnaire, the committee will summarize the findings and prepare a report to be distributed to all administrative staff through the Administrative Staff Council. All individual responses will be anonymous and confidential. Your input is essential to obtaining the most accurate perception of what the administrative staff members think about evaluation. Please complete the enclosed survey and return it to Wayne S. Colvin, 425 Student Services Building by

PART I

1. To which area are you assigned:

- ☐ a. Academic Affairs
- ☐ b. Planning and Budgeting
- ☐ c. Operations
- ☐ d. Student Affairs
- ☐ e. University Relations
- ☐ f. Presidential
- ☐ g. Other (specify) _____

What is the title of the department to which you are directly assigned:

2. Length of time you have been employed at EGSU:

- ☐ a. Less than 3 months
- ☐ b. 3 months to 2 years
- ☐ c. 2 years to 5 years
- ☐ d. 5 years to 10 years
- ☐ e. over 10 years

3. Length of time you have been in your present position:

- ☐ a. Less than 3 months
- ☐ b. 3 months to 2 years
- ☐ c. 2 years to 5 years
- ☐ d. 5 years to 10 years
- ☐ e. over 10 years

4. Current employment status:

- ☐ a. Full-time
- ☐ b. Part-time

5. What kind of contract do you currently have:

- ☐ a. Administrative
- ☐ b. Faculty
- ☐ c. Other (specify) _____

6. What is the highest level of education you have achieved:

- ☐ a. Doctorate
- ☐ b. Masters
- ☐ c. Baccalaureate
- ☐ d. Associate
- ☐ e. High school degree
- ☐ f. Other (specify) _____

7. Sex:

- ☐ a. Male
- ☐ b. Female

8. Do you directly supervise staff:

- ☐ a. Yes
☐ b. No

If yes, how many? _____

9. What is your salary range:

- | | |
|--|--|
| <input type="checkbox"/> a. 10,000 and below | <input type="checkbox"/> f. 30,001 to 35,000 |
| <input type="checkbox"/> b. 10,001 to 15,000 | <input type="checkbox"/> g. 35,001 to 40,000 |
| <input type="checkbox"/> c. 15,001 to 20,000 | <input type="checkbox"/> h. 40,001 to 45,000 |
| <input type="checkbox"/> d. 20,001 to 25,000 | <input type="checkbox"/> i. 45,001 to 50,000 |
| <input type="checkbox"/> e. 25,001 to 30,000 | <input type="checkbox"/> j. Over 50,000 |

10. Do you believe that common criteria exist for evaluation of all University administrative staff:

- ☐ a. Yes
☐ b. No

11. At what level do you think common criteria exist for evaluation:

- ☐ a. Department
☐ b. Vice Presidential area
☐ c. Administrative staff wide
☐ d. Other (specify) _____
☐ e. No common criteria exists.

12. Were you evaluated, in writing, in the last nine months:

- ☐ a. Yes
☐ b. No

13. Should immediate supervisors be evaluated by their staff members:

- ☐ a. Yes
☐ b. No

14. Should staff member evaluations be used in the overall evaluation of supervisors.

- ☐ a. Yes
☐ b. No

15. Should staff members be required to set annual goals and be evaluated on the attainment of these goals:

- ☐ a. Yes
☐ b. No

16. If written evaluations are to be used, what format would be best:

- ☐ a. Numerical rating
- ☐ b. Essay
- ☐ c. Combination of a. and b.
- ☐ d. Other (specify) _____

17. How often should staff members be evaluated for the purpose of job performance:

- ☐ a. Quarterly
- ☐ b. Semi-annually
- ☐ c. Annually
- ☐ d. As required
- ☐ e. Other (specify) _____

18. Should job descriptions be reviewed at evaluation time for the purpose of updating or defining the description for the next contractual year:

- ☐ a. Yes
- ☐ b. No

19. Should there be an appeals procedure regarding the evaluation process different from the established grievance procedure in the administrative staff handbook:

- ☐ a. Yes
- ☐ b. No

20. If answer to 19 above, is yes, to whom should an appeal be directed:

- ☐ a. Department head
- ☐ b. Vice President of area
- ☐ c. University President
- ☐ d. Board of Trustees
- ☐ e. Administrative Staff Council Welfare Committee
- ☐ f. Other (specify) _____

21. Is there currently an evaluation conducted of your job performance:

- ☐ a. Yes
- ☐ b. No

Part II

Your present evaluation process includes: (check all that apply)

- 22. ☐ A written evaluation of your performance.
- 23. ☐ A written evaluation of your job performance is provided by your supervisor on an annual basis.
- 24. ☐ Evaluation criteria which are made known at the start of the evaluation period.
- 25. ☐ Job performance expectations which are made known at the start of the evaluation period.
- 26. ☐ A face-to-face interview with the evaluator.
- 27. ☐ A written component.
- 28. ☐ A self-evaluation component.
- 29. ☐ A review of position duties and responsibilities.
- 30. ☐ An opportunity for you to respond in writing to an evaluation with which you do not agree.
- 31. ☐ The evaluation becoming a part of your personnel record.
- 32. ☐ A review by and input from the evaluator's supervisor.
- 33. ☐ You receive a copy of the final evaluation.
- 34. ☐ An explanation in detail and in writing of the reasons for the evaluation.
- 35. ☐ Other (specify)

Part III

The evaluation process should include: (check all that apply)

- 36. ☐ A written evaluation provided by your supervisor on an annual basis.
- 37. ☐ An evaluation criteria made known at the start of the evaluation period.
- 38. ☐ Job performance expectations that are made known at the start of the evaluation period.
- 39. ☐ A face-to-face interview with the evaluator.

- 40. _____ A written component.
- 41. _____ A self-evaluation component.
- 42. _____ A review of position duties and responsibilities.
- 43. _____ A mechanism by which the employee can respond in writing.
- 44. _____ A provision that the evaluation becomes a part of the employee's personnel record.
- 45. _____ A review by and input from the evaluator's supervisor.
- 46. _____ A copy of the final evaluation.
- 47. _____ A detailed written explanation for the rationale of the evaluation.
- 48. _____ Other (specify)

PART IV

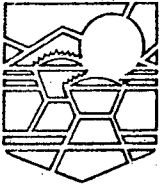
The criteria listed below have been suggested as the basis for merit evaluation. Please choose 9 of these which you believe are most significant for your present position and rank order them.

1 being most important, 9 being least important

- 49. _____ teaching
- 50. _____ counseling
- 51. _____ research/publications
- 52. _____ committee work
- 53. _____ professional development
- 54. _____ subordinate's evaluation
- 55. _____ program innovations
- 56. _____ student evaluations
- 57. _____ procedural innovations
- 58. _____ peer evaluations
- 59. _____ policy innovations
- 60. _____ university involvement
- 61. _____ community involvement

- 62. _____ staff management
- 63. _____ awards, honors
- 64. _____ financial management
- 65. _____ performance of direct duties
- 66. _____ performance of occasional duties
- 67. _____ promotion of human rights
- 68. _____ facility management
- 69. In addition to the nine criteria you checked above, are there any other criteria that should be used to evaluate staff members in your department?

70. Additional comments:



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

December 1, 1983

MEMORANDUM

TO: Administrative Staff Council

FROM: Jim Corbitt
Joe Martini
Judi Roller
Larry Weiss

RE: Attached

Attached is the revised set of Bylaws incorporating all suggestions made at the November meeting. Nothing has been deleted from the former revision; additions are underlined.

Please let one of us know before the January meeting if you identify any errors so that we can correct them.

JR:ns

Bylaws of the Administrative Staff Council

Article 1 Meetings

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

Council But still a member of council?

Article 2 Committees

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint sub-committees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

- D. Finance - This committee of two members, one of whom will be the chair-elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or bylaws and shall report to the ASC on all proposed amendments.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

Article 3 Elections

Section 1

Annually, in February, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential area. The Committee will report its findings and recommendations to the Executive Committee.

Section 2

The Elections Committee will prepare and circulate to each administrative staff member, by Vice Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential areas whom they wish to nominate for election to the Administrative Staff Council.

Section 3

The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election.

Section 4

Annually, during March and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential area.

Section 5

The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled April meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date.

Section 6

The Election Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting.

Section 7

The Elections Committee will report the results of the election at the regularly scheduled April council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed.

Section 8

The council has the option of inviting the newly elected council members to the May meeting of the council.

Section 9

Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.

Article 4 Finances

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

Article 5 Official Liaison

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor," published by the BGSU Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

Article 6 Quorum

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

Article 7 Rules of Order

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

Article 8 Amendments of Charter and By-Laws

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- 3) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

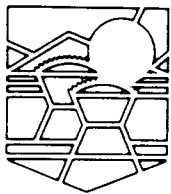
Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

AGENDA

Administrative Staff Council

Thursday, December 1, 1983, Ohio Suite
1:30 p.m.

1. Dr. Eloise E. Clark, Vice President for Academic Affairs
comments and response to Council members' questions



2. Announcements and New Business

60/40 merit - when do. adm. staff fit in / Special achievement
leave policy for adm. staff
prof. dev. activities

direct deposit - Paul Nissen at next meeting

Jan 12 1984

Administrative Staff Council
December 1, 1983

Present: Ann Bowers, Cary Brewer, Zola Buford, James Corbitt, Gregg DeCrane, Pat Fitzgerald, Joan Gordon, Kathy Hart, Bob Hayward, Greg Jordan, Joyce Kepke, Jim Litwin, Joe Martini, Joan Morgan, Don Passmore, Judi Roller, Charles Schultz, Jan ScottBey, Norma Stickler, Deb Weiser, Larry Weiss

Absent: Terry Appolonia, Bob Arrowsmith, Charles Coddington, Wayne Colvin, Karen DeRosa, Derek Dickinson, Tom Glick, Linda Hamilton, Dick Lenhart, Janice Lloyd

Guest: Eloise Clark

Chair Cary Brewer called the meeting to order at 1:30 and introduced Dr. Eloise E. Clark, Vice President for Academic Affairs. Mr. Brewer reviewed briefly the topics that had been discussed with Dr. Clark during the lunch with the Executive Committee: the 60/40 salary increment plan, performance evaluations, leaves, handbook, the financial exigency plan, and merit.

Dr. Clark elaborated on ideas for developmental leaves or developmental experiences for administrative staff. She said the administrative staff should consider a model different from the faculty improvement leave. Staff development might include exchanges with counterparts at other institutions, course work, or time for projects that would be mutually beneficial to the staff member and the University.

In response to a question about her early perceptions and reflections on BGSU, Dr. Clark said she found less research orientation among the faculty than she had expected. The University, she added, may see itself too narrowly--as a regional institution. In response to other questions and comments, Dr. Clark said,

- The Administrative Staff plays a critical role in the University's mission.
- All organizations need to examine themselves and their missions periodically.
- Faculty should play a larger role in student advising.
- During the recent concern regarding possible passage of State Issue 3, Dr. Olscamp made the correct decision in not holding contingency planning discussions with a large university group.
- Perhaps the University exigency plan should be revised to include administrative staff in the planning.
- High levels of achievement among administrative staff may not alter the perception of administrators among some members of the faculty.

In new business, the Council heard a brief report from the subcommittee working on a questionnaire regarding evaluation of administrative staff. The Executive Committee will review the form and then bring it to the Council for discussion. The final questionnaire will be distributed to all members of the administrative staff.

Sue Caldwell has been working on a computer workshop for administrative staff and on guidelines for other professional development activities.

The Faculty Senate Executive Committee is recommending that all University employees arrange for direct deposit of paychecks. Paul Nusser will be invited to the January 12 meeting of Administrative Staff Council to discuss the issue with administrative staff.

Norma J. Stickler

Norma J. Stickler
Secretary of ASC

NEXT MEETING: January 12, 1984, Taft Room

Bowling Green State University Foundation, Inc.
Bowling Green, Ohio 43403

cc: Joe M
Norma

December 19, 1983



MEMORANDUM

TO: Carl E. Peschel

FROM: Richard A. Edwards, Secretary *R. Edwards*

SUBJECT: Administrative Staff Council Fund

You are authorized to establish the following account:

Administrative Staff Council Fund (RA-18)

The purpose of this fund shall be to receive gifts and other funds designated for the support of activities and programs of the Administrative Staff Council.

The administrator of this fund shall be the Chair of the Administrative Staff Council or his designee.

cc: C. Brewer ✓
J. Martini
L. Kidd
J. Shilts



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

January 3, 1984

MEMORANDUM

TO: Administrative Staff Council

FROM: Judi Roller *JR*

RE: Bylaws

It has been brought to my attention that we are yet again missing some important material in the Bylaws. I am suggesting that we incorporate the following into the Bylaws to correct this oversight:

1. Article 2, Section 2. Between sentences one and two, insert "ASC members may be nominated or may volunteer to serve on ASC standing committees. Ballots will be distributed annually at the April council meeting and results announced at the May meeting."

2. Article 2, Section 3. Between sentences one and two, insert "Administrative staff members may be nominated or may volunteer to serve on university standing committees. Ballots shall be mailed to all administrative staff in April; results will be announced at the May meeting."

JR:ns



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

January 5, 1984

*Passed
1/12/84*

MEMORANDUM

TO: Administrative Staff Council

FROM: Judi Roller *JR*
Joe Martini

RE: Bylaws - One More Time

Attached is another set of Bylaws. Newest additions are:

1. Article 2, Section 2: The sentence "Ballots shall be returned within two weeks."
2. Article 2, Section 3:
 - A. The sentence beginning "Annually, in February, ..."
 - B. The reference to "returned within two weeks"
 - C. The sentence beginning "Each elected representative..."
3. Article 3:
 - A. Sections 1 through 9 have been collapsed into Section 1.
 - B. All references to months have been moved up one month, e.g. "February" to "January," etc.
 - C. The sentence referring to nomination forms being returned in two weeks.
 - D. Sections 2 and 3 have been added.

JR:ns

Bylaws of the Administrative Staff Council

Article 1 Meetings

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

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Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

Article 2 Committees

Section 1: Executive Committee

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Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

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- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action

on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

- D. Finance - This committee of two members, one of whom will be the chair-elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or bylaws and shall report to the ASC on all proposed amendments.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific university standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

Article 3 Elections

Section 1: Elections to the Administrative Staff Council

Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential^{Presidential} area. The Committee will report its findings and recommendations to the Executive Committee. The Elections Committee will prepare and circulate to each administrative staff member, by Vice Presidential^{Presidential} area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential^{Presidential} areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and

upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.

Section 2: Elections to ASC and University Standing Committees

The specific elections procedures for ASC and university standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

Section 3: Elections to the ASC Executive Committee and Election of Officers

The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

Article 4 Finances

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In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

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Section 1

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- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- 3) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

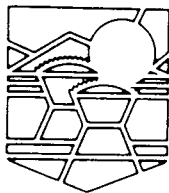
Voting on proposed amendments to the Charter and By-Laws shall be by written ballot,

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



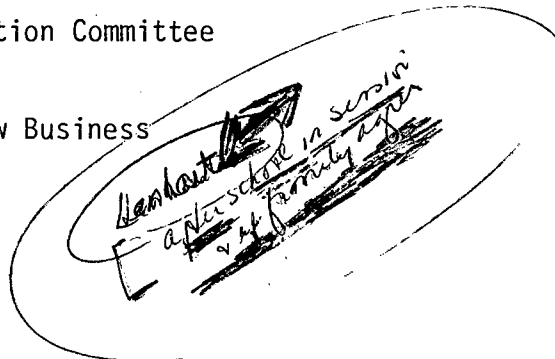
Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, January 12, 1984
Taft Room

1. Discussion on Automatic Deposit of Payroll Checks
Paul Nusser
2. Action on Final Draft of Bylaws (passed)
(The Subcommittee will be distributing the final draft prior to the meeting.)
3. Selection of an Election Committee
4. Announcements and New Business



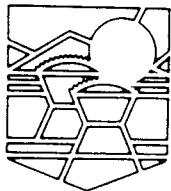
of the payroll office to direct deposit

advantages:

- ① Can't lose check (\$10.00 stop pay't)
- ② Guarantee in acc. + pay day pm.
- ③ Confidential
- ④ Have stills possibly under act - have \$ 2 days to bank before payday
- ⑤ Cost savings to Univ. if all free time - do direct deposit - saved \$34,000
- ⑥ new system - am bank in Toledo Reserve System - no need to check account - can go to bank & get whole check on pay day.

Reminder that the February meeting is February 2, 1984 in the Alumni Room. Dr. Karl Vogt is scheduled to attend.

full participation
~~part~~
end use [^] dual deposit system as for all adm. staff.



Bowling Green State University

VICE PRESIDENT

JAN 6 1984

STUDENT AFFAIRS

Administrative Staff Council
Bowling Green, Ohio 43403

AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, January 12, 1984
Taft Room

1. Discussion on Automatic Deposit of Payroll Checks
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prior to the meeting.)
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Reminder that the February meeting is February 2, 1984 in the
Alumni Room. Dr. Karl Vogt is scheduled to attend.

ADMINISTRATIVE STAFF COUNCIL
MINUTES

January 12, 1984

PRESENT: Terry Appolonia, Bob Arrowsmith, Ann Bowers, Cary Brewer, Zola
Buford, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Derek
Dickinson, Pat Fitzgerald, Thomas Glick, Linda Hamilton, Kathleen Harte, 1984
Jordon, Joyce Kepke, James Litwin, Joseph Martini, Donald Passmore, Judi
Roller, Charles Schultz, Jan ScottBey, Norma Stickler, Deborah Weiser, Larry
Weiss
ABSENT: Chuck Coddington, Joan Gordon, Bob Hayward, Joan Morgan

The meeting was called to order at 1:30 by Chair Cary Brewer.

Bylaws

Judi Roller, chair of the Bylaws Subcommittee, briefly explained changes made to the bylaws since the last meeting. After very brief discussion, it was then moved by Gregg DeCrane and seconded by Judi Roller that the Bylaws be adopted as revised. Motion carried unanimously. Cary Brewer, on behalf of the Council, commended the subcommittee members Joe Martini, Jim Corbitt, and Larry Weiss, and in particular chair Judi Roller for their excellent work on the Bylaws.

Direct Deposit

Paul Nusser, University Treasurer, attended the meeting to make a brief presentation regarding benefits of the system for direct deposit of payroll checks and to answer Council member's questions. He cited advantages to the individual employees and to the University.

Among the advantages to the employee:

1. There would be a reduction in the risk of losing a check and the subsequent requirement for a stop-payment process, which costs the individual \$10.
2. No fees will be charged; all costs will be absorbed.
3. Presently the University can direct deposit to a bank only if five people or more request deposits to that bank. The new system would have no such restriction. Deposits can be made to any bank that is a part of the Federal Reserve System, even if only one person asks for deposits there.
4. There would be no time wasted standing in line at the Bursar's Office window to pick up a check.
5. There would be a guarantee that the funds would be available the morning of payday and could be withdrawn as soon as the bank opens.
6. Banks process withdrawals (checks) from an account before they process an individual's deposits. Checks written the day before payday may, therefore, clear the bank before a person's own deposit does, causing an overdraft. Directly deposited checks would be processed by the banks by the morning of payroll.
7. Direct deposit is confidential. No one will see a person's check (clerks, tellers, etc.).
8. Check stub with full documentation will be received no later than payday, or the day before if possible.
9. Employees often wait several days to cash checks. Those with NOW accounts would be earning interest from payday.

Advantages to the University:

There would be net savings of \$34,000 if all full-time employees used direct deposit. Savings would occur in the Business Office (less expenditure, for example, for the special paper used for checks); Computer Services, Bursar's Office (fewer part-time employees needed at windows); Treasurer's Office (less time spent reconciling checks, stopping payment on lost checks, and storing cancelled checks).

Responses to questions raised by Council members:

1. The bank will probably not send a deposit slip, but the deposit will be recorded on the bank's monthly statement.
2. If the University or the bank makes an error causing an overdraft, there will be no charge to the employee for the overdraft.
3. If money is to be deposited to an institution that is not a Federal Reserve System member, the funds can be channeled through a correspondent bank.
4. The University will deposit the funds to one account number. The employee may, however, make his or her own arrangements with banks to have some of the funds automatically transferred to a savings account, to a money fund or to a mortgage payment.
5. Because there are some people who prefer to cash their checks on payday and use the cash to pay bills, the University has made arrangements with three local banks for a special checking account so the employee can draw out the entire amount of the payroll check--or any portion of it--on payday or at the employee's convenience. There will be no charge for the service, and if the employee wishes to use the service as a checking account, that can be handled with charges only for the checks used.
6. Banks are not reimbursing the University, but any cost reductions will be a consideration when the University negotiates the next contract with banks.
7. The University will lose interest income. Now only 40% of employees cash their checks on payday, thus the University can accumulate interest income on the check funds that are not cashed for a few days or weeks.
8. Forty percent of employees are now on direct deposit. Largest percent comes from faculty and administrative staff. Two thirds of the checks written by the University are for classified staff.
9. Paul Nusser hopes to have the first run of faculty direct deposit checks with the April 20 payroll.
10. There might be some advantage to handling travel reimbursement the same way because it would cut down on the number of checks being issued. The University is now charged 11¢ for clearing each check through the bank.

After the question period with Mr. Nusser, there was additional discussion of the proposed system. In particular, there was concern about those individuals who may truly not want to be a part of this system and those who may not want others making this personal decision for them. It was understood from Mr. Nusser's responses that there would be provision made for exceptions. It was also clear, however, that the savings realized would be dependent on the extent of participation.

It was then moved by Wayne Colvin and seconded by Joe Martini that Administrative Staff Council endorse full participation in the direct deposit system as proposed by the University Treasurer. There was brief additional discussion which focused on the point that the intent of the motion would make participation mandatory, but it was also felt that there were many advantages in the system in better service to employees and savings to the University.

The motion passed unanimously.

Elections

As provided for in the newly established Bylaws, an election Committee was selected to conduct elections for next year. Members will be: Norma Stickler, Chair; Jan ScottBey, Terry Appolonia, Tom Glick, and Karen DeRosa.

Resolution for Richard Lenhart

The Council mourns the untimely death of Richard Lenhart. Bob Arrowsmith and Gregg DeCrane will prepare a resolution from the Administrative Staff Council to the Lenhart family.



Norma J. Stickler
Secretary of ASC



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

January 26, 1984

Susan Crawford
Affirmative Action

Dear Susan:

It has been suggested by members of last year's Ferrari Award Committee that the previous year's recipient of the Ferrari Award should serve as a member of the current selection committee. It is with this in mind that I ask you to consider serving on the committee for the Ferrari Award this year. Your position will be ex-officio without voting privileges. But it is our feeling that your participation would greatly aid in the process of selection. I hope you will agree to serve.

Should you find that you are unable to do so, please contact me immediately.

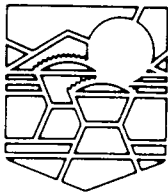
Sincerely,

Cary

Cary R. Brewer, Chair
Administrative Staff Council

rsm

cc: Joe Martini
Norma Stickler



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

ADMINISTRATIVE STAFF COUNCIL

AGENDA

February 2, 1984
Alumni Room

1. Dr. Karl E. Vogt, Vice President for Operations
(Come with your questions for Dr. Vogt)
2. Announcements and New Business

*Vogt -
Adm. leave issue:
if return warrants the
expenditure with
defined area of prof. dev.
ex: rotation
except where very technical
intensely & among institutions*

*ment - MBO 100% (Pave to prime reward
in operation area - get sectors control
of budget - changebacks will include labor
a account. in performance)
+ idea of some time
@ year of annual review
for handbook*

Sections in Handbook - Phil Mason - Boy T-

- (1) Pg 10 - Sec C
Pg 4 v footnote wish to strike
(question)
allow for request of another chair of review committee
instead of VP to be app v by Pres. - (1) V.P. has an appeal powers
- leave VP to look for themselves.
(2) ended of interest - OK
no shaped be in PAA - transfer to UPAA*

*most have work env.
continue to good pay &
have reward to that good pay.
Merit to climbing
if have experience in budget
Attitude toward
MBO - prob get less
see poor many not poor
things - ex: time could
dept. covered have control
outlets
control
\$4,000*

ADMINISTRATIVE STAFF COUNCIL

MINUTES

February 2, 1984

PRESENT: Terry Appolonia, Bob Arrowsmith, Ann Bowers, Cary Brewer, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Pat Fitzgerald, Joan Gordon, Linda Hamilton, Greg Jordon, James Litwin, Joseph Martini, Donald Passmore, Judi Roller, Charles Schultz, Jan ScottBey, Norma Stickler, Deborah Weiser

ABSENT: Zola Buford, Chuck Coddling, Derek Dickinson, Thomas Glick, Kathleen Hart, Bob Hayward, Joyce Kepke, Joan Morgan, Larry Weiss

The meeting was called to order at 1:30 by Chair Cary Brewer.

Dr. Karl Vogt, Vice President for Operations

Mr. Brewer introduced Dr. Karl Vogt, Vice President for Operations. Questions were addressed to Dr. Vogt on a variety of issues, and his responses are summarized below:

Professional Leave Program for Administrative Staff. Dr. Vogt said any leave proposal should demonstrate that it will generate returns to the staff member and to the University. The ASC must show that the money invested will increase the knowledge, commitment, or professional development of the staff member. Dr. Vogt cited examples of possible development opportunities: 1) rotation among staff at the University, which might prevent parochial points of view and broaden skills and horizons, 2) exchange of position with counterparts at other Universities, 3) professional workshops.

Merit. Dr. Vogt said in years when the cost of living was not a critical factor, he would advocate that 100% of increases be allocated to merit increments. Evaluation of staff should be based on performance--has the person met the goals he or she set out to meet. This MBO approach means, however, that the University must be able to deliver a reward in a meaningful way, not just reward the person by giving him or her more work.

Directions of the University for the next few years. There is an opportunity now to identify problems. The new budgeting process gives the deans and managers more opportunity to provide input.

Revision to the Grievance Policy

Cary Brewer interrupted the meeting at this point to introduce Philip Mason, Assistant to the President, who had requested time on the agenda to discuss a policy in the Administrative Staff Handbook. Mr. Brewer explained that in a memo of January 25, 1984 Mr. Mason had requested that a revision be made to the grievance policy, page 10 of the Administrative Staff Handbook, specifically to delete the footnote on page 10 and to delete the last paragraph of section C. Mr. Mason had requested a response by this week so that the revision could be placed on the February Board of Trustees agenda. Mr. Brewer explained that a committee (Brewer, Martini, Stickler, Caldwell, DeCrane) had met on Monday to discuss the proposed revisions. While in general agreeing to the changes, the committee's decision was that changes in the Handbook should not be made piecemeal and in a hurried manner. Deletion of the two sections would also require corresponding revisions throughout the

policy. Mr. Mason attended the ASC meeting to explain the need for the policy changes and the reasons for placing the revision on the February Trustees agenda. He said it was the intent of the vice presidents that all handbook revisions would be done in February. Council members involved in the handbook revisions had been working on the understanding that revisions were to go to the Board in May. Other changes to be proposed at that time will include editorial changes and revisions to policies. Mr. Mason explained that it was not his intention to hurry the process.

Mr. Brewer asked that final discussion on the issue be delayed in order to return the agenda to Dr. Vogt.

Dr. Vogt, continued discussion

Asked what changes he foresaw for the Operations area, Dr. Vogt responded that he would like to refine the budget process in the Operations area and be ready to make a case for restoring the budget cuts made to the Operations area through the years. He plans to implement a charge-back system for minor renovation projects so that an area is assessed the labor costs as well as materials costs. Dr. Vogt said he would not be opposed to a department contracting to handle its own renovations--within the limits of bidding restrictions.

Responding to questions about personnel issues, Dr. Vogt said that the morale of classified staff is improved if they find supportive attitudes from faculty and administrative staff. He would like to explore the use of quality circles in some areas and programs to help employees feel good about themselves and be rewarded for work well done. Collective bargaining may be accepted by employees if management is not responding to the needs of staff. Areas that need further development include an examination of performance evaluation procedures, flex time, resources for training programs. If efficiencies are achieved by staff or if a superlative job is done, it is often difficult to reward the person within the merit system, especially classified staff. Alternatives might include returning to the unit some of the resources saved through cost efficiencies, and the resources used for equipment or training programs to help the staff.

Richard Lenhart Resolution

Gregg DeCrane read the following resolution in tribute to Richard Lenhart. It was then moved by Gregg DeCrane and seconded by Don Passmore that the resolution be adopted by Administrative Staff Council. The motion carried unanimously.

Resolution

WHEREAS, members of the Administrative Staff Council learned of the death of Richard Lenhart on January 7, 1984; and

WHEREAS, Dick joined Bowling Green State University in 1958 and served as first Program Director of the University Union, first Director of Student Activities, Assistant Vice Provost of Student Affairs and Associate Dean of Students for University Student Activities; and

WHEREAS, he distinguished himself as an undergraduate student from 1946 to 1950 in both academics and extracurricular activities; and

WHEREAS, he actively served as an elected member of the Administrative Staff Council during its initial year; and

WHEREAS, he gave generously of his time to further the cultural activities of the campus and town, and influenced the lives of thousands of students;

NOW, THEREFORE, BE IT RESOLVED, that the Council expresses sincere appreciation for the many years of valuable service given by Dick Lenhart and extends sympathy to his family; and

BE IT FURTHER RESOLVED, that this resolution be entered into the official minutes of the Administrative Staff Council and that a copy be sent to member of his family.

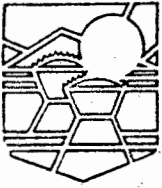
Further discussion on changes to the grievance policy

There were additional questions seeking clarification of the changes proposed to the grievance policy and seeking an explanation of the apparent urgency of the changes. It was explained that the revisions involved primarily the President's office area and that the policy was written in its current form at a time when that area consisted of less than 10 staff members. Although there were no major objections to the policy changes, concern was expressed about this method of proposing changes to the Handbook.

It was then moved by Greg Jordan and seconded that the proposed changes be made to the grievance policy and be forwarded to the next Board of Trustees meeting. Motion carried.



Norma J. Stickler



Bowling Green State University

February 13, 1984

74
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Cary Brewer✓
Joe Martini

FROM: Susan Caldwell *Susan*

SUBJ: Support to Administrative Staff Council

Our meeting on Tuesday, February 7, was very productive resulting in several mutually beneficial agreements. To recap, I've listed the main items we discussed:

1. Administrative Staff Personnel Services will provide secretarial support to the Administrative Staff Council in the form of typing and distributing minutes, letters, and other documents as requested.
2. Administrative Staff Council will purchase a four drawer file cabinet to be housed in the Office of Administrative Staff Personnel Services. ASC files will be maintained by Administrative Staff Personnel Services as requested by the officers of ASC.
3. Administrative Staff Personnel Services will provide the chair of the Administrative Staff Council with the names of new administrative staff members when they are hired.
4. Administrative Staff Council will provide ASPS with copies of the ASC by-laws and a list of council members to be given to new staff members during their orientation.

We agreed that the secretarial support listed under #1 above would begin after a file cabinet is purchased and a filing system developed. Marcia Buckenmyer is processing the purchase request for the file cabinet.

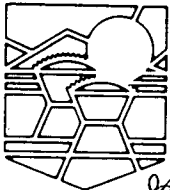
I am very pleased that we will be working together more closely. Please let me know if I omitted any of the topics we discussed.

SC:mmb

RECEIVED

FEB 14 1984

RECORDS



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

ADMINISTRATIVE STAFF COUNCIL AGENDA

March 1, 1984
Alumni Room, University Union

1. Richard Eakin, Vice President for Planning and Budgeting
2. Administrative Staff Council Elections
3. Update on revisions to Handbook and to policies
(Gregg DeCrane)
4. Performance Evaluation Questionnaire (see attached)
(Wayne Colvin)

Eakin:
Residence Dir.
budgets - now before Bd
Areas - maintenance
also - maintenance
rest in over stages
PMA to May Bd Mtg.

summer hours continued
Eakin:
Prof. Sec.
seminars, exchange,
this group must be
aggressive on this

Eakin:
Reverend - always remarks
ATSCU - top 20
last year - top 25-30
concern - # of grad. stud.
we are low in grad. stud.
Published paper
part - less undervalued & more grad.
No one to high rank - unless
prod. teaching loads -

ASC
committee - sponsored program
national policy - prot. not
get a leave policy -

ADMINISTRATIVE STAFF COUNCIL

March 1, 1984

PRESENT: Terry Appolonia, Bob Arrowsmith, Ann Bowers, Cary Brewer, Zola Buford, Chuck Coddington, Wayne Colvin, James Corbitt, Gregg DeCrane, Pat Fitzgerald, Joan Gordon, Linda Hamilton, Kathy Hart, Bob Hayward, Greg Jordon, Joyce Kepke, Jim Litwin, Joe Martini, Joan Morgan, Don Passmore, Judi Roller, Jan ScottBey, Norma Stickler

ABSENT: Karen DeRosa, Derek Dickinson, Tom Glick, Deb Weiser, Larry Weiss

GUEST: Richard Eakin

Vice President Eakin

Richard Eakin, Vice President for Planning and Budgeting, was an invited guest at the meeting and responded to a variety of questions from Administrative Council members. Dr. Eakin's comments:

- Early proposals for on-campus professional development workshops had been rejected by the administration because they were not deemed to be work related. Staff members are encouraged to submit proposals for other workshops. Such workshops could be for sub groups of administrative staff as well as for the entire staff. Dr. Eakin said Administrative Staff Council should take an assertive stance in making proposals.
- The President views three groups on campus as being those that speak for the campus employees: Classified Staff Advisory Committee, Faculty Senate, and Administrative Staff Council.
- The 60/40 merit policy applies to all administrative staff as well as to faculty. The salary pool will be the same for both groups and will be distributed in the same manner. Each unit is expected to have evaluation instruments in place.
- The residence and dining hall budgets are now in preparation. From now until May the general fee, miscellaneous auxiliary and auxiliary capital maintenance budgets will be prepared and presented to the Trustees. The E&G budget is scheduled for a May presentation to the Board.
- A regular representative from ASC to the Board of Trustees would probably not be that advantageous. It might be better to send a representative on specific issues as they come up.
- BGSU's intention in research is to improve its standing in comparison to its present record and in comparison with Land Grant Colleges.
- There is room for expansion of the definition of professional development that is used in relation to administrative staff.

- Administrative staff members should acquaint themselves with the new collective bargaining law. The material used at the President's recent meeting with union exempt employees will be distributed to all supervisory personnel.
- Special summer hours will continue this year.
- Proposed changes to the Administrative Staff Handbook should be in final form by early April.
- The fee waiver policy is to be changed to allow an employee to take four courses per calendar year. Two courses may be taken at one time, including summer.

Elections

The results of the elections to ASC for three year terms have been tabulated and will be announced next week once all newly elected members have been contacted. ASC members were asked to notify members of the executive council if they have nominations for chair-elect and for secretary.

Handbook

Gregg DeCrane reported on changes to the administrative staff Handbook that will be presented for final action at the April meeting. Some changes are editorial; others involve revisions to policies.

Professional Development

Jim Litwin reported that the professional development subcommittee will bring a policy statement to the April meeting to define on-campus professional development experiences. The Committee will then begin work on a leave policy, broadly defining "leave."


Performance Evaluation Questionnaire

The final draft of the performance evaluation questionnaire was presented by Wayne Colvin. Minor revisions were suggested. It was then moved by Greg Jordan and seconded by Zola Buford that ASC endorse the questionnaire as designed and ask the subcommittee to proceed to distribute it to staff members. Motion carried.

Miscellaneous

A concern was raised about what should be the appropriate role of the Administrative Staff Personnel Services Office as it relates to the Council.

The grievance policy of classified staff may need to be reviewed to assure that due process is afforded an administrative staff member who is the supervisor of a classified staff member who is filing a grievance.


 Norma J. Stickler
 Secretary of ASC

MEMORANDUM

TO: Administrative Staff

FROM: Merit/Evaluation Committee
Wayne S. Colvin
Susan Caldwell
Joan Morgan
Charles Schultz

Enclosed is a questionnaire developed by the Merit/Evaluation Committee of the Administrative Staff Council. The survey is designed to determine what administrative staff evaluation currently takes place at BGSU and what type of evaluation should take place in the future. We would appreciate your cooperation in completing the enclosed questionnaire. It will take you approximately 15 minutes to complete the survey.

Initially the committee's task was to develop a survey that would assess issues regarding both evaluation and the awarding of merit monies; however, it soon became apparent that the evaluation process should be addressed first and separate from the merit issues. This questionnaire focuses solely on the issue of administrative staff evaluation. The second issue, awarding merit monies, will be addressed in another survey which will be distributed at a later date.

We hope the results of this survey will provide information that will be useful in developing a fair and impartial evaluation procedure. Key questions which we hope will be answered are:

1. Can a University wide evaluation process be created or is it more appropriate to develop evaluation systems by Vice Presidential areas or departments?
2. Is there a need to develop different evaluation systems based on the level of employee responsibilities?
3. What components should be a part of the evaluation process?

Upon receiving the results of this first questionnaire, the committee will summarize the findings and prepare a report to be distributed to all administrative staff through the Administrative Staff Council. All individual responses will be anonymous and confidential. Your input is essential to obtaining the most accurate perception of what the administrative staff members think about evaluation. Please complete the enclosed survey and return it to Wayne S. Colvin, 425 Student Services Building by

PART I

1. To which area are you assigned:

- ☐ a. Academic Affairs
- ☐ b. Planning and Budgeting
- ☐ c. Operations
- ☐ d. Student Affairs
- ☐ e. University Relations
- ☐ f. Presidential
- ☐ g. Other (specify) _____

2. Length of time you have been employed at BGSU:

- ☐ a. Less than 8 months
- ☐ b. 8 months to 2 years
- ☐ c. 2 years to 5 years
- ☐ d. 5 years to 10 years
- ☐ e. over 10 years

3. Length of time you have been in your present position:

- ☐ a. Less than 8 months
- ☐ b. 8 months to 2 years
- ☐ c. 2 years to 5 years
- ☐ d. 5 years to 10 years
- ☐ e. over 10 years

4. Current employment status:

- ☐ a. Full-time
- ☐ b. Part-time

5. What is the highest level of education you have achieved:

- ☐ a. Doctorate
- ☐ b. Masters
- ☐ c. Baccalaureate
- ☐ d. Associate
- ☐ e. High school degree
- ☐ f. Other (specify) _____

6. Sex:

- ☐ a. Male
- ☐ b. Female

7. Do you directly supervise staff:

- ☐ a. Yes
- ☐ b. No

If yes, how many? _____

8. What is your salary range:
- ☐ a. 15,000 and below
 - ☐ b. 15,001 to 25,000
 - ☐ c. 25,001 to 35,000
 - ☐ d. Over 35,001
9. Do you believe that common criteria^{should (?)} exist for evaluation of all University administrative staff:
- ☐ a. Yes
 - ☐ b. No
10. At what level do you think common criteria^{should (?)} exist for evaluation:
- ☐ a. Department
 - ☐ b. Vice Presidential area
 - ☐ c. Administrative staff wide
 - ☐ d. Other (specify) _____
 - ☐ e. No common criteria exists.
11. Were you evaluated, in writing, in the last nine months:
- ☐ a. Yes
 - ☐ b. No
12. Should immediate supervisors be evaluated by their staff members:
- ☐ a. Yes
 - ☐ b. No
13. Should staff member evaluations be used in the overall evaluation of supervisors:
- ☐ a. Yes
 - ☐ b. No
14. Should staff members be required to set annual goals and be evaluated on the attainment of these goals:
- ☐ a. Yes
 - ☐ b. No
15. If written evaluations are to be used, what format would be best:
- ☐ a. Numerical rating
 - ☐ b. Essay
 - ☐ c. Combination of a. and b.
 - ☐ d. Other (specify) _____

16. How often should staff members be evaluated for the purpose of job performance:

- ☐ a. Quarterly
- ☐ b. Semi-annually
- ☐ c. Annually
- ☐ d. As required
- ☐ e. Other (specify) _____

17. Should job descriptions be reviewed at evaluation time for the purpose of updating or defining the description for the next contractual year:

- ☐ a. Yes
- ☐ b. No

18. Should there be an appeals procedure regarding the evaluation process different from the established grievance procedure in the administrative staff handbook:

- ☐ a. Yes
- ☐ b. No

19. If answer to 18 above, is yes, to whom should an appeal be directed:

- ☐ a. Department head
- ☐ b. Vice President of area
- ☐ c. University President
- ☐ d. Board of Trustees
- ☐ e. Administrative Staff Council Welfare Committee
- ☐ f. Other (specify) _____

20. Is there currently an evaluation conducted of your job performance:

- ☐ a. Yes
- ☐ b. No

Part II

Your present evaluation process includes: (check all that apply)

- 21. ☐ A written evaluation of your performance.
- 22. ☐ A written evaluation of your job performance is provided by your supervisor on an annual basis.
- 23. ☐ Evaluation criteria which are made known at the start of the evaluation period.
- 24. ☐ Job performance expectations which are made known at the start of the evaluation period.
- 25. ☐ A face-to-face interview with the evaluator.
- 26. ☐ A written component.
- 27. ☐ A self-evaluation component.
- 28. ☐ A review of position duties and responsibilities.
- 29. ☐ An opportunity for you to respond in writing to an evaluation with which you do not agree.
- 30. ☐ The evaluation becoming a part of your personnel record.
- 31. ☐ A review by and input from the evaluator's supervisor.
- 32. ☐ You receive a copy of the final evaluation.
- 33. ☐ An explanation in detail and in writing of the reasons for the evaluation.
- 34. ☐ Other (specify)

Part III

The evaluation process should include: (check all that apply)

- 35. ☐ A written evaluation provided by your supervisor on an annual basis.
- 36. ☐ All evaluation criteria made known at the start of the evaluation period.
- 37. ☐ Job performance expectations that are made known at the start of the evaluation period.
- 38. ☐ A face-to-face interview with the evaluator.
- 39. ☐ A written component.
- 40. ☐ A self-evaluation component.
- 41. ☐ A review of position duties and responsibilities.
- 42. ☐ A mechanism by which the employee can respond in writing.
- 43. ☐ A provision that the evaluation becomes a part of the employee's personnel record.
- 44. ☐ A review by and input from the evaluator's supervisor.
- 45. ☐ A copy of the final evaluation.
- 46. ☐ A detailed written explanation for the rationale of the evaluation.
- 47. ☐ Other (specify)

PART IV

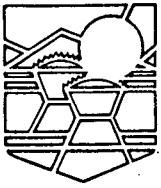
The criteria listed below have been suggested as the basis for evaluation. Please choose 9 of the listed items which you believe are most significant for your present position and rank order them one (1) through nine (9).

1 being most important, 2 next most important, etc.
to 9 being least important

- 48. ___ teaching
- 49. ___ counseling
- 50. ___ research/publications
- 51. ___ committee work
- 52. ___ professional development
- 53. ___ subordinate's evaluation
- 54. ___ program innovations
- 55. ___ student evaluations
- 56. ___ procedural innovations
- 57. ___ peer evaluations
- 58. ___ policy innovations
- 59. ___ university involvement
- 60. ___ community involvement
- 61. ___ staff management
- 62. ___ awards, honors
- 63. ___ financial management
- 64. ___ performance of direct/^{regular} duties
- 65. ___ performance of occasional duties
- 66. ___ promotion of human rights
- 67. ___ facility management

68. In addition to the nine criteria you checked above, are there any other criteria that should be used to evaluate staff members in your department?

69. Additional comments:



Bowling Green State University

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

March 1, 1984

MEMORANDUM

TO: Administrative Staff Council

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

Our office is working on a number of revisions to the Administrative Staff Handbook for 1984-85. Most revisions are in the form of rewording for clarification. I have attached an outline that briefly describes the planned changes. In addition, three new sections -- Administrative Staff Personnel Services, Administrative Staff Council and a Benefits Summary for Part-time Staff -- are being suggested.

A first draft of the revisions will be sent to the Executive Council within the next few weeks. If you have any other suggestions for revision, please feel free to call me.

SC:mmmb

Attachment

ADMINISTRATIVE STAFF HANDBOOK
Revisions for 1984-85

1. Title Page -- Correct dates
2. Page 5, Conflict of Interest -- 5 days consulting time applies only to full-time 12 month staff.
3. Page 10, Grievance/Hearing Procedures -- Changes recommended to Board of Trustees in March, 1984.
4. Page 14, Nepotism -- Applies to hiring and promotional situations.
5. Pages 17-18, Resignation & Exit Interviews -- In Part B replace immediate supervisor conducting exit interview with Administrative Staff Personnel Services; briefly explain what is involved in exit interviews. Remove exit checklist on page 18. Add a paragraph directing supervisor to inform Vice President of termination so payroll authorization can be processed.
6. Page 19, PERS -- add comment about three months wait for refund check. Add paragraph about retirement assistance provided by Administrative Staff Personnel Services.
7. Pages 20-21, Unemployment Compensation -- Revise so that Administrative Staff Personnel Services is contacted by Personnel Support Services to verify termination information.
8. Page 24, Benefits in Brief -- Distinguish between benefits for 12-month full-time staff and less-than 12-month full-time staff; some minor clarifications.
9. Page 26, Holidays -- Minor rewording.
10. Page 26, Leave of Absence -- Instruction to supervisor to inform Vice President of area and Administrative Staff Personnel Services of a leave of absence.
11. Page 27, Maternity Leave -- Information about use of sick leave and notification.
12. Page 27, Military Leave -- Written notification to supervisor, area Vice President and Administrative Staff Personnel Services.
13. Page 28, University Benefits After Retirement -- Apply to full time staff who retire.
14. Page 29, Supplemental Retirement -- Several revisions approved by Board of Trustees last Spring.

- 2 -

15. Page 31, Sick Leave Policy -- Information about monthly recordkeeping and yearly accounting to Administrative Staff Personnel Services; no limit on accrual of sick leave.
16. Page 33, Vacation Policy -- Information about monthly recordkeeping and yearly accounting to Administrative Staff Personnel Services.
17. Page 34, Compensatory Time -- Refer to full-time staff.
18. Page 34, Key Regulations -- Replace with policy approved by Administrative Council last fall.
19. Page 34, Parking -- Charge for registration of bicycles.
20. Page 35, Payroll -- Director deposit; other minor wording clarification.
21. Page 37, Property Disposal -- Revise to reflect new policy.
22. Page 38, Smoking Regulations -- Several Additions

ADMINISTRATIVE STAFF HANDBOOK
Additions for 1984-85

1. Section on Administrative Staff Personnel Services
2. Section on Administrative Staff Council
3. Benefits in brief for part-time staff



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

To: Administrative Staff Council

From: Gregg DeCrane *Gregg*

Date: March 28, 1984

Re: Proposed Policy Changes & Administrative Staff Handbook Revisions

Enclosed please find copies of the two policy changes that the Administrative Staff Council Executive Committee have reviewed and present to you for endorsement. These policies are:

1. A change in the Supplemental Retirement Program as it appears in the Administrative Staff Handbook (page 29 of the copy you have).
2. A new policy that gives definition to Training and Development efforts and is the first step in a series of professional development proposals.

Also, please note that each of the ASC Executive members has a copy of all revisions that were outlined by Susan Caldwell in her March 1st memo. If you wish to review these prior to our meeting on April 5th, please stop by one of the Executive Committee member's offices. We will not have time to have a full explanation of every revision during the course of the Thursday ASC meeting.

Action will be taken on the enclosed items and the Handbook revisions on Thursday so that they may be forwarded to the President for review and discussion prior to submission to the Board of Trustees in May.

GDC/vs
encls.

Supportive Information for Change
in
Supplemental Retirement Program

The Administrative Staff Council proposes that the Supplemental Retirement Program for Faculty and Administrative Staff be altered to correct the inequity that exists in compensation to those fiscal year employees participating in the program.

Under the current Supplemental Retirement Program (page 34 of the Administrative Staff Handbook) the compensation available to an administrative staff person or faculty member whose last contract was twelve months is computed in such a way that these individuals are inadequately rewarded in comparison to their colleagues who held a nine month contract. The examples below give evidence of this differential.

Salary at time of Retirement	\$25,000	30,000	35,000	40,000	45,000
---------------------------------	----------	--------	--------	--------	--------

Supplemental Retirement
Program Compensation for
9 month contract:

Summer Session 1/4 pay	6,250	7,500	8,750	10,000	11,250
Fall Semester 1/3 pay	8,333	10,000	11,667	13,333	15,000

12 month contract:

1/4 of 9/11 of salary	5,114	6,136	7,159	8,182	9,205
--------------------------	-------	-------	-------	-------	-------

A clearer understanding of this differential may be seen by comparing pay per day for each of the three alternatives listed above. This is appropriate when considering that a person covered by PERS is allowed 59 days of post-retirement work per year and a person under STRS is permitted 85 days of work per year. If we use the \$35,000 salary example given above, the following comparisons may be made.

A 9 month contract person teaching during the summer would earn \$175 per day ($35,000 \times \frac{1}{4}$)/50 days (number of days in a summer session).

A 9 month contract person teaching during the fall would earn \$146 per day ($35,000 \times \frac{1}{3}$)/80 days (number of days in a fall semester).

A 12 month contract person, no matter when he/she worked, would earn \$121 per day ($35,000 \times \frac{9}{11} \times \frac{1}{4}$)/59 days (number of allowable days under PERS).

if eliminate = \$148 per day

The reason for the inequity would appear to be the use of the 9/11 factoring to arrive at a base when considering the 12 month contract person. While this factoring is viewed appropriate when filing AAUP reports it is

Supplemental Retirement Program
Proposed Changes
Page 2

not normally used in determining other forms of compensation on the BGSU campus. Life insurance, for instance, is figured on the contracted amount whether it be 9 months or 12 months. This same principle, it is felt, should be applied to the Supplemental Retirement Program options. If the previous example of \$35,000 is continued, the individual would receive \$148 per day or \$8,750 per year which offers a more equitable compensation when compared with other retired contract employees.

It is the intent of the Administrative Staff Council that the change in the formula for compensation under the Supplemental Retirement Plan, upon its approval, would apply to all fiscal year contract employees both currently on the plan and those who will follow henceforth.

Proposal to Change the Supplemental Retirement Program

Change Page 34, Paragraph 3 of the Administrative Staff Handbook to read:

The adjusted salary of the faculty retiree whose last full time contract was nine months will be one-fourth times the final contract for those who teach the full supplemental retirement teaching load during the summer session and one-third times the final contract for faculty who teach a full supplemental retirement load during the fall semester; the adjusted salary of the faculty or administrative staff retiree whose last full time contract was twelve months will be one-fourth times the amount of the final contract.

instead of 1/4 (of 9/11) -
eliminated

DRAFT
3-20-84

95
separate
from a leave
policy - still
being developed.

TRAINING AND DEVELOPMENT POLICY: On-Campus Programs

POLICY STATEMENT

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement.

GUIDELINES

Opportunities for professional development and educational growth are available in many forms including University credit courses, in-service training programs, and sponsored seminars. These guidelines are intended to set criteria for programs sponsored by the University (e.g., departments, committees, groups) and to guide program implementation. Individual attendance at programs is a decision to be reached by the individual staff member and his/her supervisor.

The question of whether a program mostly benefits the institution or the individual cannot be determined in an absolute manner. The following guidelines are meant to be interpreted broadly within the context of each program which is proposed.

Professional development and personal development programs are defined according to the following guidelines:

1. Professional development programs prepare staff members to serve university objectives better by increasing their effectiveness in ~~current~~ ^{University} assignments and ~~University~~ responsibilities. Criteria listed below serve as a guide to determine whether a program satisfies the definition of professional development:
 - the program is primarily work-related; it may relate to specific tasks or responsibilities of a particular department, or it may offer training related to general skills, knowledge and abilities important in all departments;
 - the program enhances knowledge or skills related to the performance of ~~a present position~~;
 - the knowledge or skills acquired through the program directly benefit the University and the individual;
 - the program topic is of ~~current~~ importance to the University, including programs on BGSU policies, procedures, and practices.
2. Personal development programs offer staff members opportunities for personal fulfillment that is not directly related to the performance of ~~current~~ ^{University} assignments and ~~University~~ responsibilities. The criteria listed below serve as a guide to determine whether a program satisfies the definition of personal development:
 - the program topic is of general interest; the program provides knowledge or skills that are not related directly to the staff members' ~~current~~ assignments;

- the knowledge or skills acquired through the program will primarily benefit the individual, with minimal benefit to the University.

Programs defined as professional development may be offered and attended during regular work hours. Programs defined as personal development are generally to be offered and attended outside regular work hours.

RESPONSIBILITY

The responsibility for implementing on-campus programs for administrative staff rests with the Director of Administrative Staff Personnel Services as part of training and development services.

PROCEDURES

1. The Professional Development Committee of the Administrative Staff Council ^{in conjunction with} ~~will serve in an advisory capacity to~~ the Director of Administrative Staff Personnel Services ^{will} ~~to~~ identify topics and schedules for sponsored programs.
2. Staff members may submit suggestions for professional and personal development programs directly to Administrative Staff Personnel Services or through the Administrative Staff Council.
3. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its nature, purpose, and objectives.
4. These proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council.

If there is a question concerning the nature of the program, the

Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.

5. For programs that are specific to a department or functional area of the University, the Director of Administrative Staff Personnel Services will work with the area staff to plan and organize the program.
6. The Office of Administrative Staff Personnel Services will make necessary arrangements for training and development programs including speaker or trainer arrangements, room reservations, program announcement and other assistance requested. Expenses for on-campus programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.
7. Staff members should indicate their interest in attending sponsored programs to their immediate supervisor, since participation in professional development programs during regular work hours must be approved by the immediate supervisor.

ON-CAMPUS PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

PURPOSE

The On-Campus Professional and Educational Development Program is to prepare administrative staff members to better serve the educational and administrative objectives of the University through on-campus programs that have as their purposes the enhancement of professional and educational growth and/or the development of knowledge, skills or expertise directly applicable to the administrative staff member's University duties and responsibilities. To this end, the University encourages flexibility in planning of and attendance at on-campus professional and educational development programs that promote the interests of the University.

GUIDELINES

On-campus professional and educational development programs are defined according to the following guidelines:

1. Professional and educational development programs defined as those that enhance effectiveness in specific, current assignments and University responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program is primarily work related; it may relate to specific tasks or responsibilities of a particular department, or it may offer training related to general skills, knowledge and abilities important in all departments;
 - the program enhances knowledge or skills related to the performance of a present position;
 - the knowledge or skills acquired through the program directly benefit the department and the individual; and
 - the program topic is of current importance to the University, division or department including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs defined as those that serve the general interests of the University, division or department. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program topic serves the interest of the University, division or department but is not necessarily related directly to an administrative staff member's specific, current assignments and University responsibilities;
 - attendance at the program serves to enhance knowledge and appreciation for other University divisions and departments;
 - attendance at the program serves to develop and/or strengthen linkages/relationships among divisions and departments within the University; and
 - attendance at the program is encouraged by the University or by the division or department supervisor.

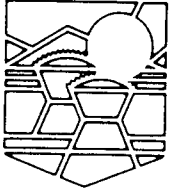
RESPONSIBILITY

1. Each division or department may implement professional and educational development programs for administrative staff members within the respective division or departments. Division-wide programs require approval of the appropriate Vice President. Department programs require approval of the appropriate department head.
2. The Director of Administrative Staff Personnel Services may implement professional and educational development programs as part of the professional and educational development services of the Office of Administrative Staff Personnel Services. The Director of Administrative Staff Personnel Services may also assist in implementing divisional or departmental professional and educational development programs at the request of a Vice President or department head.

PROCEDURES

The procedures listed below will be followed for professional and educational development programs implemented as part of the professional and educational development services of the Office of Administrative Staff Personnel Support Services.

- a. The Professional Development Committee of the Administrative Staff Council will serve in an advisory capacity to the Director of Administrative Staff Personnel Services to identify topics and schedules for sponsored programs.
- b. Staff members may submit suggestions for professional and personal development programs directly to Administrative Staff Personnel Services or through the Administrative Staff Council.
- c. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its nature, purpose and objectives.
- d. These proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
- e. The Office of Administrative Staff Personnel Services will make necessary arrangements for training and development programs including speaker or trainer arrangements, room reservations, program announcement and other assistance requested. Expenses for on-campus programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments and/or staff members as determined in advance.
- f. Staff members should indicate their interest in attending sponsored programs to their immediate supervisor, since participation in professional development programs during regular work hours must be approved by the immediate supervisor.



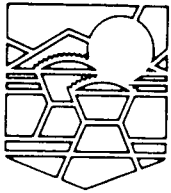
Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

ADMINISTRATIVE STAFF AGENDA

Thursday, April 5, 1984
Alumni Room

1. Vice President for Student Affairs - Dr. Mary Edmonds
2. Update on changes to Administrative Staff Handbook
3. Proposal for changes to Supplemental Retirement Program for fiscal year employees (see attachment)
4. Proposal for Training and Development Policy (see attachment)



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

ADMINISTRATIVE STAFF AGENDA

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5. Cost containment -
put in unity to
Executive Council -
look to more program
stray it 80-20%

6. merit
Survey -

Prof. Sec.
② rate "academic"
realize importance of other
areas to create merit.
a university academic climate
- also in terms of retention
- must impact to person
① much emphasis on
grad. educ. - support
services in evening.
more flexibility - to
keep #'s stable

③ merit:
Univ. pool? -
when use % - always
in jeopardy
not system - but
whole definition of
what merit -
④ internal/external
upward promotion:
like faculty
studies - need more
consistency -
why not promote from
within

③ minority small &
decreasing - lack of
social environment -
pockets of racism in
town/univ - so how
can increase - bring in
faculty
Stud. Dev. had brought in -
power - now 1st year -
Admissions office have
minority recruits - go to
academic prepared
minority students.

lack of respect
for thing diff.
so unique
prod. in
BGSU
Negotiations -
going down from
meeting pot to
cultural
diversity -

ADMINISTRATIVE STAFF COUNCIL
MINUTES
April 5, 1984

PRESENT: Bob Arrowsmith, Ann Bowers, Cary Brewer, Zola Buford, Chuck Coddington, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Derek Dickinson, Pat Fitzgerald, Kathleen Hart, Bob Hayward, Greg Jordon, Joyce Kepke, James Litwin, Joseph Martini, Joan Morgan, Donald Passmore, Judi Roller, Charles Schultz, Norma Stickler, Deborah Weiser, Larry Weiss
ABSENT: Terry Appolonia, Thomas Glick, Joan Gordon, Linda Hamilton, Jan ScottBey

The meeting was called to order at 1:30 by Chair Cary Brewer. He congratulated Greg Jordon and his appointment as Director of the Ice Arena. Mr. Brewer then introduced Dr. Mary Edmonds.

Dr. Mary Edmonds, Vice President for Student Affairs

Dr. Edmonds began by giving a brief overview of recent personnel and program changes in the student affairs area. In response to members' questions she commented on the following topics.

Future directions for BGSU

Because of fewer 18 year-olds in upcoming years, the University must begin to recruit more non-traditional students and more graduate students. To meet their needs, there will have to be more evening and weekend classes, more offices and services open at night and on weekends, and flexible work hours and contracts.

Professional Development

Administrative personnel may have to overcome skepticism from academic personnel relative to professional development definitions for administrators. Arguments for staff development must be made for professionals in the non-academic areas. University professional development activity sends a message that the individual is important and that the University supports staff development. There must be a planned way of passing on information and experiences gathered at conferences and workshops to colleagues.

The budget process

For the Student Affairs area, the process has been very complete and fair. Everyone in Student Affairs became involved in preparing the budget requests.

Merit

Percentage system of allocation always puts someone at a disadvantage. Each unit should soon have a merit evaluation document in place which will define meritorious service.

Promotions

There does not appear to be an easy way of providing promotion opportunities for administrative staff. Staff members should be encouraged to apply for other positions at the University. The determination of whether a search should be internal only or external is made in consultation with the Affirmative Action Office.

Social Environment for Minorities at BGSU

Subtle slights are now more often being called to people's attention. Some problems are now being identified. Minority college students are often the first in their family to attend college and thus do not have the same family tradition to support them as many students do. Cultural diversity and individuality is now more acceptable, and that societal trend helps minorities.

Administrative Staff Handbook

There was agreement by the members present that the editorial changes in the Handbook be approved as presented. The changes had been distributed earlier to all Council members by Susan Caldwell.

Gregg DeCrane presented a proposed change in the Supplemental Retirement Program. The proposal calls for fiscal year employees to be paid one-fourth of their fiscal year salary for their employment under the supplemental retirement program. Present regulations require conversion of the fiscal year salary to academic year base before the one-fourth calculation is made. There was agreement by ASC members present that the proposal, as written, be forwarded to the President.

Training and Development Policy

Jim Litwin presented a policy statement drafted by the Professional Development subcommittee. The statement sets guidelines for on-campus professional workshops. Several revisions were suggested. In addition, Bob Arrowsmith presented a complete re-draft revision of the policy. After brief discussion, Chair Brewer asked that members review both drafts before the May meeting and send any comments to Jim Litwin before the meeting.

Cost Containment of Insurance

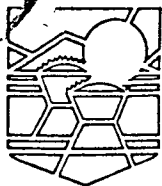
There was brief discussion regarding a meeting held March 29 by Benefit Plans Risk Management for the purpose of explaining their cost containment proposal. Paul Nusser will attend the next ASC Executive Committee meeting to explain the program in further detail. Members are asked to forward questions on cost containment to Executive Committee members.

Questionnaire on Performance Evaluation

Cary Brewer and Wayne Colvin will meet to make plans to distribute the final evaluation form.



Norma J. Stickler, Secretary
of Administrative Staff Council



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

April 12, 1984

MEMORANDUM

TO: Cary Brewer, Chair
Administrative Staff Council

FROM: ^{BA} Bob Arrowsmith

RE: On-Campus Professional and Educational Development

After the discussion on the subject policy at the last ASC meeting, I revised my document. Apart from consolidating some of the text into paragraph form, I attempted to more clearly delineate those areas that may be involved in programming and the parameter of their involvement. Divisions (vice president areas) and departments already sponsor such programs. Beyond this, I see the ASC and the Director of Administrative Staff Personnel Services independently initiating programs. Further, the Director of Administrative Staff Personnel Services can assist in implementing programs initiated and approved by a division or department and the ASC.

I certainly would not want it to look as though this is a "fight over turf" but, rather, an acknowledgement that each of the three has a legitimate role to play and that cooperation is the order of the day.

BA:plp

Enclosure

RECEIVED
APR 15 1984
Cm. Registration
& Records

ON-CAMPUS PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

PURPOSE

The On-Campus Professional and Educational Development Program is to prepare administrative staff members to better serve the educational and administrative objectives of the University through on-campus programs that have as their purposes the enhancement of professional and educational growth and/or the development of knowledge, skills or expertise applicable to the administrative staff member's University duties and responsibilities. To this end, the University encourages flexibility in planning of and attendance at on-campus professional and educational development programs that promote the interests of the University.

+ its staff

RESPONSIBILITY

1. Division and Department Programs

Divisions and departments may initiate on-campus professional and educational development programs. A program proposal is prepared indicating the program topic, the purpose and objectives of the program and expenses and the source(s) of funds, if funds are required. Program proposals are reviewed and approved by the appropriate department head for department programs and by the appropriate vice president for division-wide programs. Participation in on-campus professional and educational development programs sponsored by a department or division is approved by the immediate supervisor.

2. Administrative Staff Council Programs

The Administrative Staff Council may initiate on-campus professional and educational development programs. The Professional Development Committee of the Administrative Staff Council will prepare a program proposal indicating the program topic, the purpose and objectives of the program and expenses and the source(s) of funds, if funds are required. Program proposals are reviewed and approved by the Administrative Staff Council. Participation in on-campus professional and educational development programs sponsored by the Administrative Staff Council is approved by the immediate supervisor.

3. Administrative Staff Personnel Services Programs

The Director of Administrative Staff Personnel Services may initiate on-campus professional and educational development programs as part of the professional and educational development services of the office. The Director of Administrative Staff Personnel Services will prepare a program proposal indicating the program topic, the purpose and objectives of the program and expenses and the source(s) of funds, if funds are required. The Professional Development Committee of the Administrative Staff Council will serve in an advisory capacity to the Director of Administrative Staff Personnel Services in the development of program proposals, with final program approval by the Director of Administrative Staff Personnel Services. Participation in on-campus professional and educational development programs sponsored by the Director of Administrative Staff is approved by the immediate supervisor.

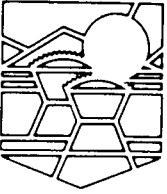
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The Director of Administrative Staff Personnel Services may assist in implementing approved programs sponsored by a division or department or by the Administrative Staff Council. The Office of Administrative Staff Personnel Services will make necessary arrangements including speakers, room reservations, program announcements and other assistance requested.

DEFINITIONS

On-campus professional and educational development programs are defined according to the following guidelines:

1. Professional and educational development programs defined as those that enhance effectiveness in specific, current assignments and University responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program is primarily work related; it may relate to specific tasks or responsibilities of a particular department, or it may offer training related to general skills, knowledge and abilities important in all departments;
 - the program enhances knowledge or skills related to the performance of a present position;
 - the knowledge or skills acquired through the program directly benefit the department and the individual; and
 - the program topic is of current importance to the University, division or department including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs defined as those that serve the general interests of the University, division or department. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program topic serves the interest of the University, division or department but is not primarily task related;
 - the program serves to enhance knowledge of and appreciation for other University divisions and departments;
 - the program serves to develop and/or strengthen linkages/relationships among divisions and departments within the University.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

ADMINISTRATIVE STAFF COUNCIL

May 3, 1984 - 1:30

ALUMNI ROOM, UNIVERSITY UNION

1. Presentation of the Role and Mission Statement (see attached)
Professor Art Neal
2. Continued discussion of policy for on-campus workshops
3. Miscellaneous announcements and new business

Minutes of Administrative Staff Council Meeting
May 3, 1984

PRESENT: Bob Arrowsmith, Zola Buford, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Derek Dickinson, Linda Hamilton, Kathleen Hart, Joyce Kepke, James Litwin, Joseph Martini, Joan Morgan, Judi Roller, Jan ScottBey, Norma Stickler, Deborah Weiser, Larry Weiss

ABSENT: Terry Appolonia, Ann Bowers, Cary Brewer, Charles Coddling, Pat Fitzgerald, Thomas Glick, Joan Gordon, Robert Hayward, Greg Jordon, Donald Passmore, Charles Schultz

Role and Mission

The Administrative Staff Council meeting was called to order at 1:30 by Vice Chair Joe Martini. He introduced Professor Art Neal, incoming chair of the Faculty Senate and chair of the Role and Mission Committee. The Role and Mission Committee had recently submitted its final draft proposal. Dr. Neal gave a summary of the process by which the Committee was formed and the procedures that were followed. He said the Committee began with an assessment of the common characteristics of great universities--what is common in the quality of students, the academic programs, the faculty, and the learning environment. The Committee's focus was, therefore, how to lead Bowling Green State University toward the characteristics identified as those of great universities. There were seven subcommittees that examined components of the final mission statement. The reports of these committees are available in the Faculty Senate Office.

Several questions were asked regarding the impact that the recommendation would have on various areas of the University--in particular student affairs. If the number of graduate students is doubled, for example, there would be a significant change in residence hall use. Dr. Neal responded that the Committee had not looked at how the recommendations would be implemented. The Committee had taken an idealistic approach. He believed it was appropriate for the Committee to have been composed primarily of faculty and for administrators to implement the recommendations. There are no plans in place to monitor progress toward the goals. It was suggested that there may be student demand for more professional schools such as law, medicine, and engineering. Dr. Neal said, however, that growth would probably occur only in the professional offerings we already have and in some applied fields. Some suggestions for revisions were made by members. Dr. Neal said changes could still be made in the document and encouraged council members to contact him in the next few days with any revisions.

On Campus Professional Workshop Guidelines

James Litwin and Bob Arrowsmith gave brief comments on draft guidelines that each had proposed. Some differences existed in the interpretation of the role of the Council and of the Office of Administrative Staff Personnel Services. The Professional Development Committee and Bob Arrowsmith will meet to draft a final, joint proposal.

Elections for 1984-85 Officers and Executive Council Members

Norma Stickler announced that Gregg DeCrane had been elected chair-elect for 1984-85, and Jill Carr will be secretary. A run-off election will be necessary in the Operations Area and in Academic Affairs to select an area representative to the executive committee. Representatives from the other areas are:

Zola Buford, Planning and Budgeting
 Jack Gregory, President's Area
 Deb Weiser, University Relations
 Deb Heineman, Student Affairs

Elections are also complete for Committees with the following results:

Monitor Advisory Committee, Joan Gordon
 Insurance Committee, Suzanne Crawford
 Library Advisory Committee, Ann Bowers
 Telecommunications Committee, Pat Fitzgerald
 Computing Council, Joe Martini

Ferrari Award

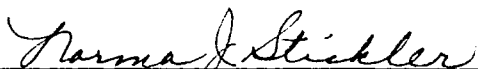
Gregg DeCrane, chair of the Ferrari Award Committee, reported that nine nominations had been received so far. The deadline is May 11. Last year's nominators have been asked if they wish to nominate the same person again.

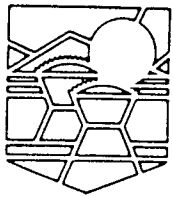
Cost Containment

Paul Nusser, Terry Parsons, and Dick Bowers attended a recent meeting of the executive committee to discuss the proposed cost containment procedures for insurance coverage and alternatives that Bowling Green could institute. The issue of cost containment has not been resolved and will be discussed again by Administrative Council.

The Handbook for Administrative Staff will be presented to the Board of Trustees at the May meeting. The proposed changes in supplemental retirement program are a part of the revisions.

The next Administrative Staff Council meeting will be June 14.


 Norma J. Stickler
 Secretary of Administrative
 Staff Council



Bowling Green State University

May 22, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Members of Administrative Staff Council

FROM: Norma Stickler, Secretary *Norma Stickler*
Administrative Staff Council

MAY 25 1984

STUDENT AFFAIRS

The last Administrative Staff Council meeting of the 1983-84 year will be held June 14, 1984 at 1:30 in the Taft Room of the Union. Please note that this is a change in date from our original plans for a meeting time. The agenda will include the following

1. Introduction of new members
2. Report from the Professional Development Committee
3. General Discussion of agenda for 1984-85
4. Future meetings

The elections for Executive Committee for 1984-85 are now complete. The following Council members have been elected as representatives to the Executive Committee from their vice presidential areas.

Academic Affairs - Joyce Kepke
Operations - Jim Sharp
Planning and Budgeting - Zola Buford
President's Area - Jack Gregory
Student Affairs - Deb Heineman
University Relations - Deb Weiser

Other members of the Executive Committee will include Joe Martini, Chair; Gregg DeCrane, Chair Elect; and Jill Carr, Secretary.

Norma:

I regret to report that I will not be able to attend this meeting - vacation time

Bob Anowinith

Administrative Staff Council

June 14, 1984

Minutes

Present: Gregg DeCrane, Paul Yon, Ann Bowers, Jill Carr, Jan Scott, Deb Weiser, Zola Buford, Jim Corbitt, Joe Martini, Kathy Hart, Susan Darrow, Joyce Kepke, Ruth Friend, Nan Edgerton, Linda Hamilton, Tom Glick, Jane Wood, Ron Zwierlein, Wayne Colvin, Karen DeRosa, Jim Litwin, Don Passmore, Patricia Koehler, Joan Gordon

Absent: Cary Brewer, Joan Morgan, Judi Roller, Charles Schultz, Norma Stickler, Chuck Coddling, Bob Hayward, Terry Appolonia, Bob Arrowsmith, Derek Dickinson, Greg Jordan, Patrick Fitzgerald, Larry Weiss, Jim Sharp, Jack Gregory, Jim Harris, Carole Huston, Deb Heineman, Marshall Rose

The Administrative Staff Council meeting was called to order at 1:30 p.m. by Vice Chair Joe Martini. He explained that this was to be a joint meeting of new, continuing, and outgoing Administrative Staff Council members. New members of the Council are:

Susan Darrow	Jim Sharp
Nan Edgerton	Jack Gregory
Jane Wood	Jim Harris
Paul Yon	Carol Huston
Ruth Friend	Ron Zwierlein
Jill Carr	Deb Heineman
Marshall Rose	Patricia Koehler

Outgoing members are:

Ann Bower	Don Passmore
Tom Glick	Karen DeRosa
Linda Hamilton	Greg Jordan
Charles Schultz	Joan Gordon
Chuck Coddling	

The executive committee for 1984-85 will be:

Joe Martini - Chairperson
Gregg DeCrane - Vice-Chairperson
Jill Carr - Secretary
Joyce Kepke - Academic Affairs Rep.
Jim Sharp - Operations Rep.
Zola Buford - Planning and Budgeting Rep.
Jack Gregory - President's Office Rep.
Deb Heineman - Student Affairs Rep.
Deb Weiser - University Relations Rep.

Two Administrative Staff Council members were congratulated on their new appointments. These are:

Gregg DeCrane - Associate Dean of Students/Student Activities
Ron Zwierlein - Associate Director of the Student Recreation Center

Report from the Professional Development Committee

Jim Litwin presented an overview of the project completed by the Professional

Administrative Staff Council
Minutes
Page 2

Development Committee. The purpose was to set guidelines for professional development to be adopted by the Office of Administrative Staff Services. These guidelines will become policy. They refer to on campus professional development programming and will not restrict anyone from participating in or implementing professional development programs/activities on or off campus.

A motion was made by Zola Buford to accept these guidelines. The motion was seconded by Wayne Colvin. Motion carried.

The next task for the Professional Development Committee will be to develop a professional leave policy for administrative staff.

Evaluation Survey

Wayne Colvin reported that to date 143 responses to the evaluation questionnaire have been received. In a general sense, Wayne stated that the comments on these surveys indicate that there is a concern about evaluation, that it doesn't currently take place, and that there is a great difference in evaluation procedures for faculty, contract staff, and classified staff.

The results of this survey will be compiled and presented at our September meeting.

Ferrari Award

Gregg DeCrane announced that the Ferrari Award selection has been completed. A total of 13 nominations were received. Notification has gone out to all nominees that the process has been completed. The presentation of the award will occur at our 8/27/84 meeting.

Administrative Staff Handbook

Gregg DeCrane reported that the changes in the Administrative Staff Handbook have been approved. The post retirement work option has also been approved.

The Board of Trustees will review recommended changes in our handbook once per year at the February board meeting.

Agenda for 1984-85

Joe Martini requested agenda items for the coming year. The following suggestions were made:

- development of an administrative staff professional leave policy
- evaluation and merit
- direct representation to the Board of Trustees
- continue bringing in guest speakers
- increase communication among staff members
- relationship of ASC to the role and mission statement
- develop a policy for involvement in changes in health care benefits
- expand ASC representation on University committees

Any additional suggestions can be sent to Joe Martini, Gregg DeCrane or Jill Carr.

Administrative Staff Council
Minutes
Page 3

At the 8/27 meeting a description of our 1983-84 accomplishments will be made available to the full administrative staff along with a list of 1984-85 agenda items.

1984-85 Meeting Schedule

The Executive Committee will meet twice monthly beginning with 8/14/84.

The full administrative staff will meet at 4 p.m. on 8/27/84 in the Alumni Room.

The Administrative Staff Council will meet on the first Thursday of each month beginning on September 5, 1984 from 1:30 - 3:00 p.m.

Resolutions

Cary Brewer and Norma Stickler were recognized for their dedication and service the Administrative Staff Council.

A motion was made by Jim Corbitt to accept the resolution for Norma Stickler and was seconded by Joe Martini. Motion carried.

A motion was made by Jim Corbitt to accept the resolution for Cary Brewer and was seconded by Tom Glick. Motion carried.

Both Cary and Norma will receive plaques as a token of our appreciation. The resolutions will be read again at the 8/27 meeting.

Joe Martini extended a thank-you to all outgoing council members.

Joe also extended congratulations to Greg Jordan on the birth of his son, Adam Wood Jordan.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,



Jill Carr
Secretary

Professional and Educational Development Programs

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement. Toward this end, the University encourages flexibility in the planning of and attendance at programs which address these objectives.

GUIDELINES

Opportunities for professional development and educational growth are available in many forms including credit courses, training programs, and sponsored seminars. The following guidelines are intended to set criteria for selecting programs to be sponsored University-wide and to guide program implementation; they are meant to be interpreted broadly, within the context of each program which is proposed.

Programs that provide for professional development and educational growth may enhance effectiveness in specific University assignments and responsibilities or more broadly serve the general interests of the University. These categories are not mutually exclusive. All programs to be sponsored by the University should fall within the following guidelines:

1. Professional and educational development programs that enhance effectiveness in specific University assignments and responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition.
 - the program is primarily work related; it may relate to specific tasks or responsibilities or it may offer training related to general skills, knowledge and abilities;
 - the program enhances knowledge or skills related to performance;
 - the knowledge or skills acquired through the program benefit the University and the individual;
 - the program topic is of importance to the University including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs that serve the general interests of the University. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program topic serves the interest of the University, but is not primarily task related;
 - the program serves to enhance knowledge of and appreciation for other University areas and departments;
 - the program serves to develop and/or strengthen relationships among areas and departments within the University.

PROCEDURES

1. The responsibility for implementing University-wide professional and educational development programs for administrative staff rests mainly with the Director of Administrative Staff Personnel Services.
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Director of Administrative Staff Personnel Services will identify topics and schedules for sponsored programs.
3. Staff members may submit suggestions for professional and educational development programs to Administrative Staff Personnel Services or to the Administrative Staff Council.
4. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its purpose and objectives according to the above guidelines.
5. Proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
6. The Office of Administrative Staff Personnel Services will make necessary arrangements including speaker or trainer arrangements, room reservations, program announcements and other assistance requested. Expenses for programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.
7. Participation in professional and educational development programs during regular work hours is a decision to be reached by the individual staff member and his/her supervisor.

SUGGESTED GOALS AND OBJECTIVES

Items for consideration submitted at 6/14/84 Meeting.

- development of an administrative staff professional leave policy
- evaluation and merit
- direct representation to the Board of Trustees
- guest speakers
- increase communication among AS members
- relationship of ASC to the role and mission statement
- develop a policy for involvement in changes in health care benefits
- expand ASC representation on University committees

1984-85 Committees

Elected Committee Representation

Monitor Advisory Committee	-	Joan Gordon
Insurance Committee	-	Suzanne Crawford
Library Advisory Committee	-	Ann Bowers
Telecommunications	-	Pat Fitzgerald
Computing Council	-	Joe Martini
Parking Services Appeals Committee	-	John Buckenmeyer
*Human Relations Commission	-	

*needs to be filled

Resolution of the Administrative Staff Council

to Honor Cary Brewer

WHEREAS, Cary Brewer contributed significantly to the founding of the Administrative Staff Council; and

WHEREAS, he served as the first elected Chair of the Administrative Staff Council; and

WHEREAS, he served as a member of the first Executive Committee of the Administrative Staff Council; and

WHEREAS, under his leadership the Administrative Staff Council received acceptance as the representative body of the administrative staff; and

WHEREAS, under his leadership the governance structure and documents of the Administrative Staff Council were completed; and

WHEREAS, under his leadership the Administrative Staff Council has gained credibility as an organization dedicated to the advancement of interests of the administrative staff; now

THEREFORE, be it resolved that the Administrative Staff Council, on behalf of the administrative staff, extends its thanks to Cary Brewer for his efforts in the founding of the Administrative Staff Council and for his service as an effective spokesperson for the Administrative Staff Council and for the administrative staff at Bowling Green State University.

Resolution of the Administrative Staff Council

to Honor Norma Stickler

WHEREAS, Norma Stickler contributed significantly to the founding of the Administrative Staff Council; and

WHEREAS, she served as the first elected Secretary of the Administrative Staff Council; and

WHEREAS, she served as a member of the first Executive Committee of the Administrative Staff Council; and

WHEREAS, she has effectively recorded the business of the Administrative Staff Council and its Executive Committee; and

WHEREAS, she has developed open lines of communication thus contributing to the support for and vitality of the Administrative Council; and

WHEREAS, she has provided valuable counsel in the business of the Administrative Council; now

THEREFORE, be it resolved that the Administrative Staff Council on behalf of the Administrative Staff, extends its thanks to Norma Stickler for her efforts in the founding of the Administrative Staff Council and for her accomplishments as Secretary of the Administrative Staff Council at Bowling Green State University.